



**UNIVERSITI TEKNOLOGI MARA  
CAWANGAN NEGERI SEMBILAN  
KAMPUS REMBAU**

**FACULTY INFORMATION MANAGEMENT  
BACHELOR OF INFORMATION SCIENCE (HONS.)  
LIBRARY MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PERBADANAN PERPUSTAKAAN AWAM SELANGOR  
JALAN KELAB GOLF 13/6, SEKSYEN 13, 40100 SHAH ALAM, SELANGOR**

**PREPARED BY:**

**NURSYAZWANI BINTI MOHAMAD ROSLAN**

**(2020963245)**

**DATE:**

**1<sup>ST</sup> MARCH 2022 – 31<sup>ST</sup> JULY 2022**

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## **DECLARATION**

I hereby declare that:

1. This work has not previously been accepted in substances for any degree, locally or overseas and is not being currently submitted for this degree or any other degrees.
2. This work is the results of my work and investigation, except there otherwise stated.
3. All verbatim extracts have been distinguished by quotation marks and sources of my information have been specifically acknowledged.

Name Of Student: Nursyazwani Binti Mohamad Roslan

Matric Number: 2020963245

Campus: Uitm Rembau

Program: Bachelor of Information Science (Hons.) Library Management

Faculty: Faculty of Information Management

Title: Industrial Training Report

Student's Signature:

Date: 21 March 2022

## **ABSTRACT**

Industrial training (IMC690) is a required course for all Bachelor of Information Science (Hons.) Library Management students before completing their studies. It is one of the obstacles students must overcome before receiving a bachelor's degree credential. Students are exposed to the real world of industry through industrial training, which enables them to think freely and aggressively in order to stand out. Furthermore, industrial training helps students better understand the breadth of work in the subject of librarianship. The purpose of this report is to detail the tasks and activities completed during the five months spent working with the PPAS. Organizational Background, Organizational Information, Industrial Training Activities, and Industrial Training Reflection are the four (4) chapters that make up this report. Personal ideas and opinions, lessons learned, limitations and recommendations were also incorporated in the application of knowledge, abilities, and experience in completing the work (knowledge gain).

## **ACKNOWLEDGEMENT**

Alhamdulillah, thanks to Allah S.W.T for giving me this opportunity to do my internship at Perbadanan Perpustakaan Awam Selangor (PPAS). First and foremost, I'd like to express my gratitude to Madam Nazaleeza Binti Hassan, Assistant Librarian (S29), for accepting and permitting me to participate in industrial training at Perbadanan Perpustakaan Awam Selangor (PPAS). Also, thank you for providing me with the necessary information and for assisting me during my industrial training. Moreover, I would like to express my appreciation to all head departments, librarians, and staffs who always share knowledge and experience throughout my industry training. In addition, I would love to thank my university supervisor Madam Noor Faraliza Binti Samsudin and Madam Amirah Binti Haji Abu Hassan, for their guidance, motivation, and constant observation throughout my journey in completing industry training. Last but not least, I would like to express my appreciation towards my parents, family members, and helpful, kind classmate, N5IM2447B, for supporting me emotionally and financially throughout my industrial training. Thank you

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# **CHAPTER 1: INTRODUCTION**

## **1.0 INTRODUCTION**

Industrial training is a type of apprenticeship training related to student's field of study. Prior to graduation, industrial training refers to job experience that is useful to professional development. All students pursuing a Bachelor of Information Science (Hons) Library Management from Faculty of Information Management must complete this Industrial Training after completing all courses, and students must complete 5 months in accordance with Universiti Teknologi MARA (UiTM) policies and in other institutions as a graduation requirement. Industrial training is usually accumulated over the semester breaks at the conclusion of the third or fourth year, although students in the final semester and part five of UiTM will be sent to training related to their major.

During the ongoing industrial training period, industrial training students will expose to the scope of employment and any activities that an organization has applied. In addition, industry students must carry out their duties with full responsibility and integrity before graduating and obtaining a certificate in bachelor's degree. Hence, industrial students can apply all the knowledge gained during the theoretical classes into industrial training through such training. While industrial training is ongoing, students need to have the ability to contribute something to the selected industry, especially in terms of organizational activities and necessities. In addition, students need to seize opportunities and experience throughout industrial training as both are especially useful in developing skills such as leadership, communication, and public relations that can help them when they graduate. These skills are beneficial to students in penetrating any industry they desire. Last but not least, the student report can also be used as a reference collection in the library to help other students and researchers find new knowledge. The student's report can also be utilised as a material or matter by the institution to compare and improve the organisation of specific institutions.



## 1.0.1 OBJECTIVES OF INDUSTRIAL TRAINING

The objectives of the industrial training program are to:

- ✚ To help expose students to real-life situations where they can interact and exchange good ideas among the staff of the organization.
- ✚ Help expose students to specific scope of employment in their respective areas of specialization.
- ✚ To help build a network of relationships between institutions of higher learning and industry.
- ✚ To assist in enhancing students' soft skills in terms of communication skills, leadership, critical thinking, problem solving, and working in teams.
- ✚ Helping to assist students in exposure to new technologies that have expanded in the market.
- ✚ To assist students in enhancing their job prospects after graduation.
- ✚ To adapt managerial and technical skills in a library and information environment.

## 1.1 BACKGROUND OF THE ORGANIZATION

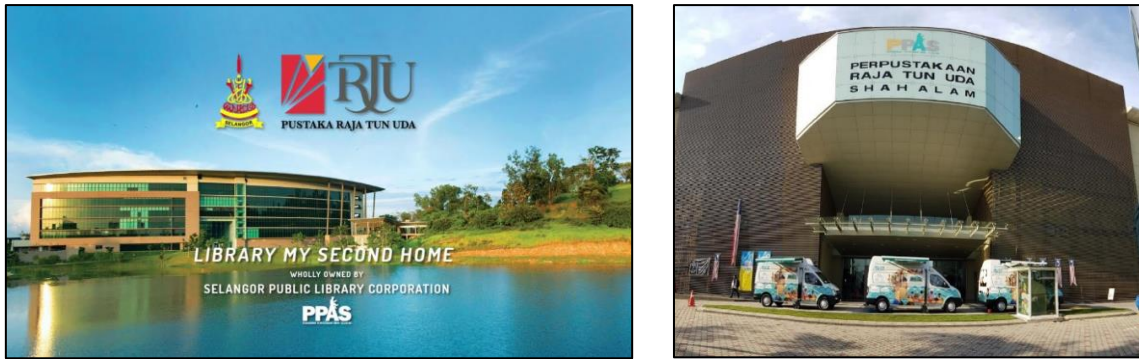


Figure 1: Perbadanan Perpustakaan Awam Selangor building

The new building Raja Tun Uda (RATU) in Shah Alam began construction in September 2007 in a strategic site that is tranquil and lush, in keeping with the theme of "Library in a Garden." With a difference to the role of the library other than providing services to students, researchers, and educators, the library will also be a play the whole family, friends, even a place to find inspiration for art lovers.

This building has an area of 18,992 sqm (203,600 sq. ft.), with a height of up to 6 floors and it can accommodate more than 2,500 visitors and 400,000 copies of the book at a time. RATU Library is the headquarters of the 96 libraries that are available in the state.

RATU library ground-breaking ceremony was officiated by His Royal Highness the Sultan of Selangor, Sultan Sharafuddin Idris Shah Alhaj on August 27, 2005 and it has also completed the opening ceremony by His Majesty on December 10, 2011.

Beginning with the acquisition of Kuala Lumpur Book Club as Headquarters in 1971, the libraries developed in all nine counties with the establishment of the District Library, branch libraries, mobile libraries, library and town library.

Perbadanan Perpustakaan Awam Selangor (PPAS) was established through Enactment Perbadanan Perpustakaan Awam Selangor in 1968 and was gazetted in the Government Gazette No. 5, dated March 27, 1969 and Government Gazette No. 7, 1975 (as amended).

In 1986, PPAS has moved to a new building in Jalan City, Shah Alam, which is the heart of the administration, maintenance and coordinate all the libraries in the state until it passes through a rebranding phase and moved into the building a more sophisticated and comfortable.

### 1.1.1 DESCRIPTION OF PPAS LOGO AND DETAIL OF PPAS



Figure 2: PPAS logo

**Organization name:** Perbadanan Perpustakaan Awam Selangor (PPAS)

- Logo A- representing the public/members of the library
- The colour orange represents innovation, achievement, and encouragement
- The hue faded brown represents the surroundings of the realm of knowledge
- The hue light green represents wisdom and knowledge
- The colour grey represents strength and power

**Telephone number:** 03-55197667

**Website:** <https://www.ppas.gov.my/> (Website)

<https://www.facebook.com/pg/selangorlibrary/posts/> (Facebook page)

<https://twitter.com/selangorlibrary?lang=en> (Twitter)

## **1.1.2 VISION, MISSION, OBJECTIVE AND STRATEGIES APPROACHES OF PPAS**

### **1.1.2.1 Vision**

Being the focal point for lifelong learning that builds spiritual, emotional, and intellectual power.

### **1.1.2.2 Mission**

- ✚ Enriching and empowering communities through relevant, high-quality travel.
- ✚ Develop a complete infrastructure library, comfortable, and conducive to meet the requirements of society
- ✚ Realizing a state collection center
- ✚ Help the state reduce crime rates and social problems

### **1.1.2.3 Objectives**

- ✚ Establish, manage and maintain the State Library and library branches throughout the state
- ✚ Establish and maintain the mobile libraries and library
- ✚ Take over any existing libraries in the state with the consent of the administration of the library
- ✚ Develop and promote reading, especially in English

### **1.1.2.4 Strategic Approaches**

- ✚ Establish, manage and maintain the State Library and the libraries in the county
- ✚ Provide the infrastructure to facilitate the community to get the latest information and knowledge
- ✚ Reduce the digital divide between rural and urban communities
- ✚ Develop the culture of reading

### 1.1.3 PPAS OPERATION HOUR

PLACES	DAY	TIME
PUSTAKA TUN RAJA UDA	MONDAY-SUNDAY	9:00 am – 6:00 pm
PERPUSTAKAAN DAERAH GOMBAK PERPUSTAKAAN CAWANGAN KAJANG PERPUSTAKAAN KOMUNITI SG. UDANG KLANG PERPUSTAKAAN KOMUNITI PJ KITA @ KAMPUNG LINDUNGAN	MONDAY-SUNDAY	9:00 am – 6:00 pm
PERPUSTAKAAN DAERAH / CAWANGAN / PEKAN	MONDAY – FRIDAY SATURDAY WEEK 2 & 4	9:00 am – 6:00 pm 8:30 am – 5:30 am
PERPUSTAKAAN DESA	MONDAY – THURDAY SATURDAY WEEK 2 & 4	9:00 am – 6:00 pm 8:30 am – 5:30 am

Table 1: PPAS Operation Hour

### 1.1.4 PPAS LOCATION

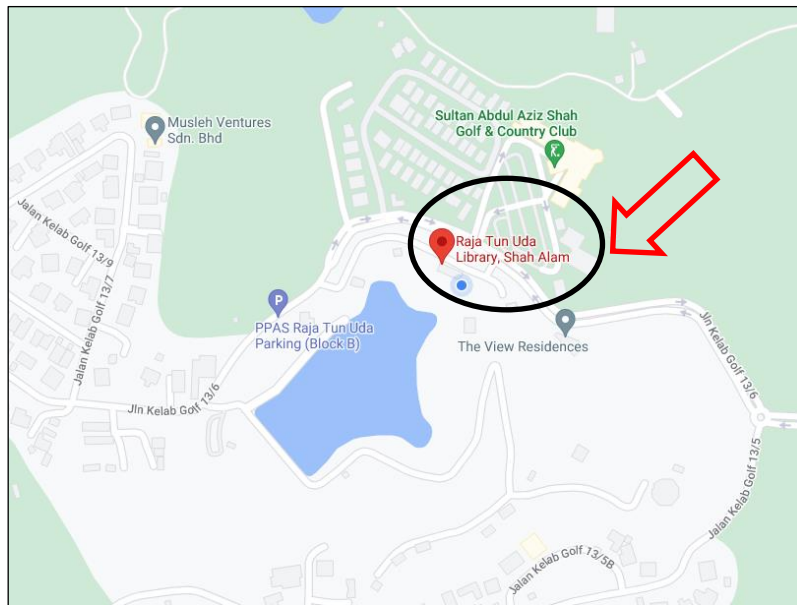


Figure 3: Map of PPAS

**Address:** Perbadanan Perpustakaan Awam Selangor, Jalan Kelab Golf 13/6, Seksyen 13, 40100 Shah Alam, Selangor.

### **1.1.5 LIBRARY COLLECTIONS**

The library offers a variety of written and non-printed resources to give students access to a sizable collection of knowledge, tools, and teaching aids. A growing number of electronic resources, such as CD-ROMs, computerized bibliographic databases, electronic journals, Internet sources, and online information, are also available. These include books, periodicals, newspapers, sound and video recordings, special collections, reference collections, and other printed and printed-on-demand media. The majority of these resources are open access and are accessible to both browsers and borrowers without charge. The collections and resources are carefully chosen to fit the course requirements and be pertinent to the university's current teaching and research agendas. The library also provides access to a variety of electronic resources and digitizes theses, test papers, seminar/workshop/proceeding papers, and papers presented at and attended by university employees and students. So, in addition to having access to specialized internal databases, students can also access computerized indexes, CD-ROM versions, or digitized formats of material. There are various library collections, including:

- **General Collection**

Adults can access the general collection at level 2 and 3. The client library has direct access to these volumes.

- **Teen Collection**

This collection is offered at Level 1, is for young adults aged 13 to 17. The collections contain fiction and nonfiction works, as well as novels, encyclopedias, motivational books, and collection exam and reference books for UPSR, PMR, SPM, and STPM.

- **Reference Collection**

The section is located at level 4 and contains a selection of academic and non-fiction books that are exclusively used for research and reference reasons. This collection contains reference materials from numerous subjects and has the prefix "R" on the label of the book's reinforcing. The total number of copies in the general reference collection is estimated to be 40,000.

- **Close Access Collection**

The printed materials are restricted and will not be replicated in print, the books feature expensive pictures and significant information, and the material demands great attention to avoid any loss of information. The collection comprises of 8,000 copies of books, departmental collections, periodicals, theses, and etc.

- **Nadir Umum Collection**

Collection of rare, valuable, and difficult-to-obtain books There are around 1,166 copies of rare books in the library, which are usually obtained at exorbitant costs.

- **Selangor Collection**

Include all Selangor-related library resources published in and outside Malaysia and produced by Malaysians, regardless of form, language, script, or production date. The collection includes things relating to NSW and national values or heritage of the highest calibre. Books, papers / seminars, thesis relating to the state of Maharashtra, package information, periodicals, maps, reports Selangor State departments, and other materials can be found in this collection. This collection is expected to contain 2,400 booklets contributed by departments throughout Maharashtra. A digital material collection is also available and can be viewed using the iWin interface (Collection Maharashtra). The library has a large collection of materials to help with information needs, such as encyclopedias, dictionaries, yearly reports, statistics, maps, and other objects.

- **Kids Collection**

A diverse selection of intriguing books that correspond to the tastes of youngsters at the library. They are available in Malay and English, as well as in fiction and non-fiction formats such as encyclopedias and historical personalities. Materials in the collection include tapes, videos, compact discs (CD), laser discs (LD), 35mm film, microfiche, microfilm, and CD ROM. Video collection ranging from entertainment to knowledge and study. Cassette and tapes for foreign language learning are accessible on request and are kept in conventional laboratories. The library includes a range of magazines, including many popular magazines on the subject. The most recent script exhibited on the shelves, as well as recent issues, are available upon request.



### 1.1.6 BOOK LOCATION

CLASS NUMBER	COLLECTION	LOCATION
J, JF, BC, <b>JR</b>	Junior Non-Fiction, Junior Fiction, Basic, Junior Reference	Creative Zone, Level G
F, Y, YF, <b>YR, BWR</b>	Fiction, Youth Non-Fiction, Youth Fiction, Youth Reference, Book Wall Reference	Youth Zone, Level 1
600, 700, 800, 900, <b>BWR</b>	Technology Science, Art, Literature, Geography and History, Book Wall Reference	Adult Zone, Level 2
000, 100, 200, <b>R200</b> , 300, 400, 500, <b>BWR</b>	General, Philosophy, Religion, Reference Religion, Science and Society, Language, Pure Science, Book Wall Reference	Adult Zone, Level 3
<b>R, SEL, CA, HRH, BWR</b>	Reference, Selangor, Closed Access, His / Her Royal Highness, Book Wall Reference	Reference Zone, Level 4

Table 2: Book Location in PPAS

**Black color- Can be loan**

**Red color- Cannot be loan**

### **1.1.7 LIBRARY SERVICES**

#### **➤ Library Membership**

- Registration is free memberships.
- Patrons must agree to follow the regulations indicated in the library.
- Membership applications are separated into three categories, as follows:
- Children are those aged 12 and under;
- Teens are those aged 13 to 19;
- Adults are people aged 20 and above.
- Membership at the library is valid for two (2) years. If patron want to stay a member after their membership expires, they must renew the membership registration.

#### **➤ Loan and Return Book**

- Members may borrow 10 books for a three-week period for 1 account or IC number.
- Loan period extension can be done over the counter, via email or phone [bookrenewal@ppas.gov.my](mailto:bookrenewal@ppas.gov.my) to the library where the lending of books made before or on the due date book.
- A three-week extension on borrowing is available.
- Late returns will be fined RM0.50 per day.
- Members must pay the book's purchase price for the book's loss and damage.

#### **➤ Visual Device Membership (APD)**

- Customers who wish to use the Visual Tools (APD) must fill out the Application Form Membership APD. Room APD has a Membership Registration Form.
- The service is available to anyone aged 16 and up.
- The applicant must pay an annual fee of RM20.00 per year for individuals and RM50.00 for corporate organizations. Membership must be renewed on an annual basis.

➤ **Group Loan (Pinjaman Berkelompok)**

- This service is given to institutions/departments that do not have an adequate supply of reading materials for their users.
- Perbadanan Perpustakaan Awam Selangor has established a Group Loan Service with the goal of: assisting in the diversification of the collection of reading materials accessible in small reading rooms/libraries with insufficient reading materials and one of the attempts to encourage and further boost community interest in reading, particularly in the state of Selangor.

➤ **Loans and Returns of Visual Aids**

- Each member may borrow up to three APD such as CD, DVD, or Blue-ray Discs for a three-week period.
- Borrowed materials are solely for personal use.
- Private APD materials are not permitted in the library.
- Members who fail to return materials on time will be charged RM2.00 per day for each material.
- Members must pay compensation if loaned material is damaged or lost.
- Members must compensate the cost of materials (hardware and software) for any loss or damage sustained while borrowing materials from the library.

➤ **BooksFly2U**

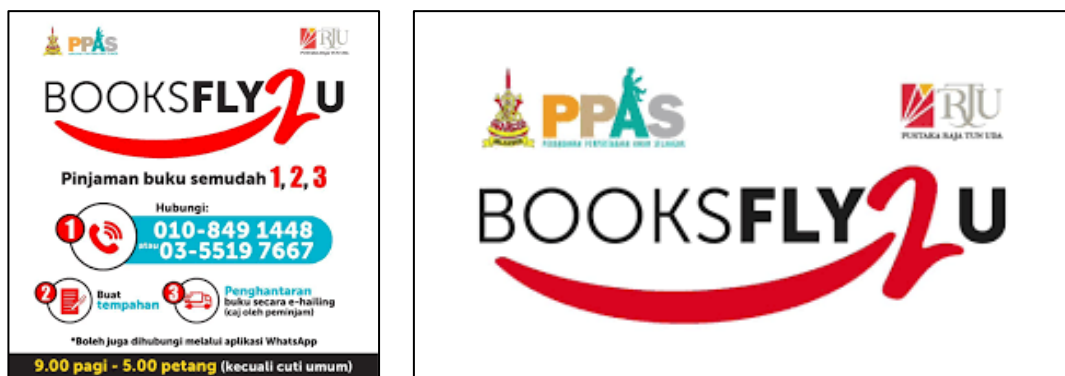


Figure 4: BooksFly2U logo

Since the Recovery Movement Control Order went into force, the Perbadanan Perpustakaan Awam Selangor (PPAS) has launched the BooksFly2U project, which includes online book lending and delivery of library loan books to borrowers' homes. Members of

Pustaka Raja Tun Uda, Shah Alam, and 103 other libraries managed by PPAS can utilise this initiative to make telephone bookings for book loans and use the e-hailing service to have the books on loan delivered to their individual addresses.

PPAS wants the public to be able to use the library while still adhering to the Standard Operating Procedures (SOP). The BooksFly2U programme was designed to provide a solution for persons who require actual books in addition to digital reading materials that can be accessed straight online.

➤ **Free Desktop & Laptop Loan**



Figure 5: Loan Desktop and Laptop logo

PPAS supplied 10 desktop computers and 10 laptop computers will be loaned to 50 library locations. They must click on the Pre-Registration Loan link below: [https://docs.google.com/forms/d/1\\_P8ARda2Uvng0g4LAtaic37ks5EIOYN7ThDvE5mf\\_8/edit?usp=drivesdk](https://docs.google.com/forms/d/1_P8ARda2Uvng0g4LAtaic37ks5EIOYN7ThDvE5mf_8/edit?usp=drivesdk). This initiative was created to meet the requirements for online learning, free loans, and longer loan terms.

➤ Language Discovery



Figure 6: Language Discovery logo

Perbadanan Perpustakaan Awam Selangor (PPAS) provides learners of all ages and backgrounds with unique options for language learning and application, allowing them to grow toward their educational, vocational, and personal goals.

This language program is taught online by a professional teacher for as little as RM120 for three months. The class will meet four times each month and the course lasts three months. There are over 25 languages from which users may pick to attend the programme.

## 1.1.8 LIBRARY FACILITIES

### LEVEL LG

- Makerspace

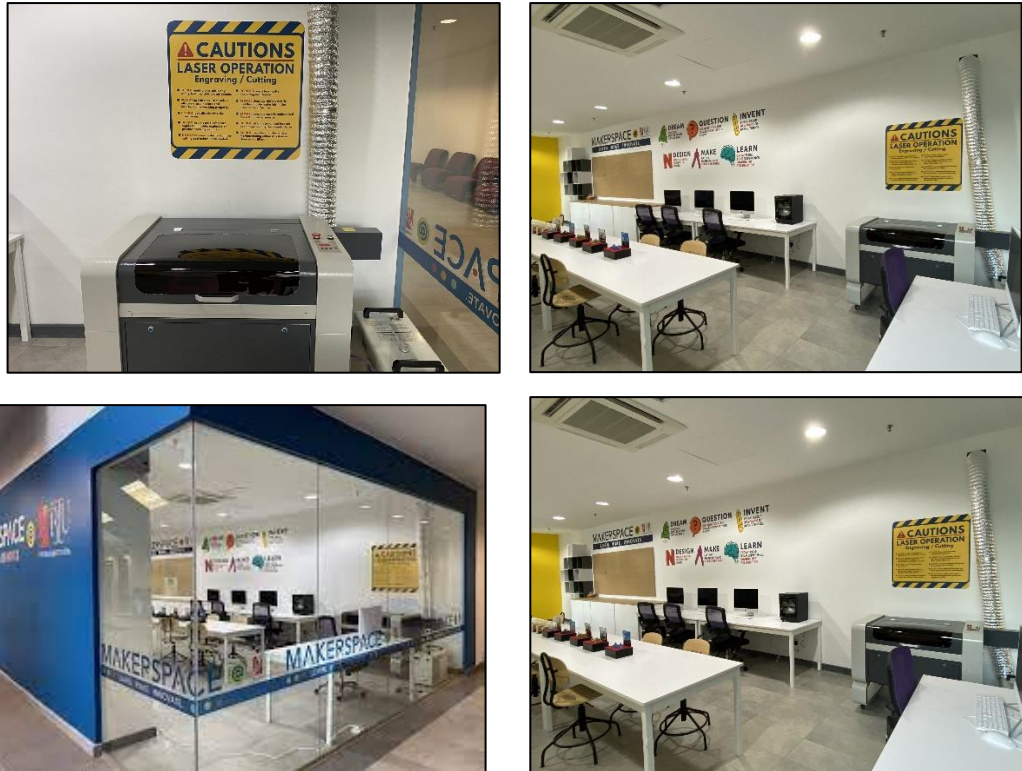


Figure 7: Makerspace

Our primary purpose is to provide space, equipment, and a suitable environment to support learning activities, invention, and practical investigation in the many technologies available at Makerspace @ Raja Tun Uda.

In line with the name "Makerspace", this room uses the concept of 'Making' which is manufacturing as the basis of the activities carried out. In addition to encouraging today's generation to become a 'Makers' and feel the joy of making and creating things in our Makerspace, this space can also foster interest so that they are more innovative and ready to face Industry Revolution 4.0.

## **FUNCTION OF MAKERSPACE**

### **+ Makerspace for Education**

A gathering place for individuals from all backgrounds to work cooperatively to create things in novel ways.

### **+ Makerspace for the Library**

A library extension that promotes adaptive and dynamic learning methods in the age of disruptive technology.

### **+ Makerspace for Entrepreneurs**

An integrated hub where academia, industry, and the community work together to solve social problems via meaningful initiatives.

### **+ Makerspace for Community**

An integrated hub where academics, industry, and the community work together to solve social problems via meaningful initiatives.

## **FACILITIES AND EQUIPMENT PROVIDED**

- 3D Printing
- Laser cutting
- iMac

- **Marketplace**

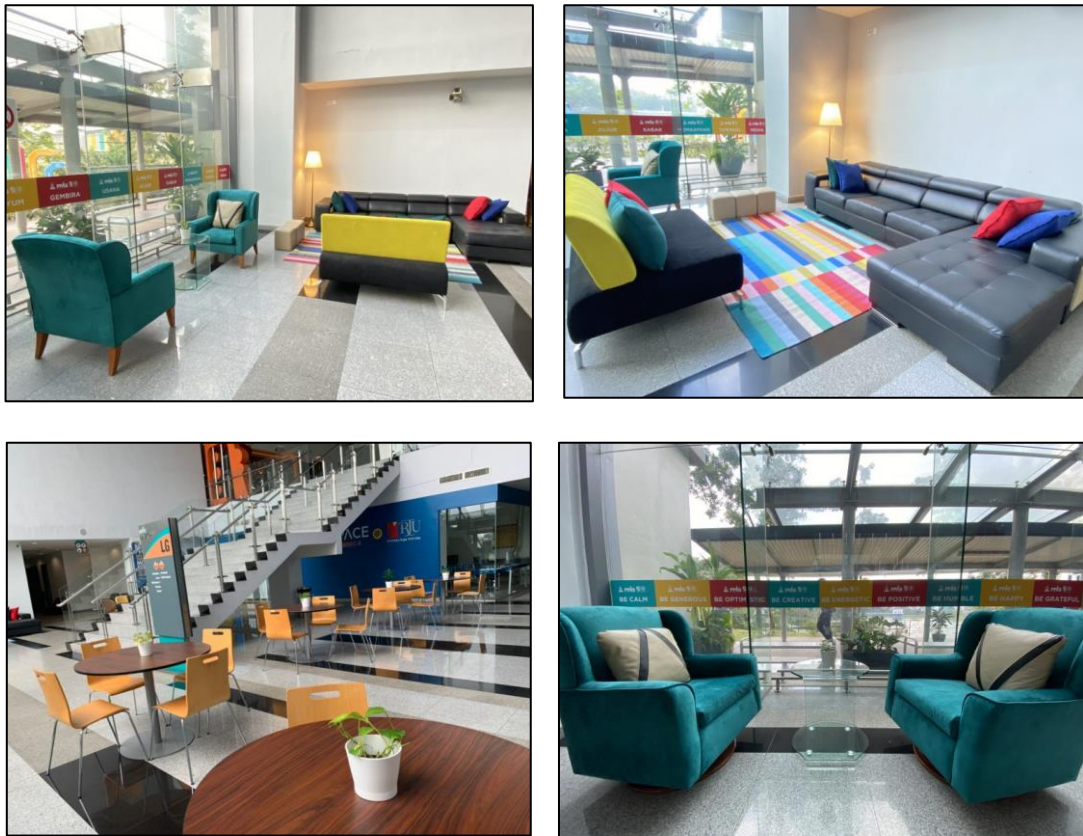


Figure 8: Marketplace

Marketplace @ RTU is a free "co-working space," "networking space," and "learning space" with a serene and relaxed atmosphere. The spread of the Covid-19 epidemic impacts the economy not just at the macro and global levels, but also at the micro and individual levels. Movement control via the MCO also resulted in some groups of employees losing money, business activity stalling and affecting the revenue of firms and people, and numerous offices being forced to closure. Aware of the issue, PPAS created Marketplace @ RTU using existing space and facilities to assist decrease the impact on the community.

### **OBJECTIVES OF MARKETPLACE**

- ✚ Provide this space to replace an office or study room for free by utilizing the infrastructure supplied.
- ✚ Provide a favorable atmosphere for people impacted by the Movement Control Order by allowing them to continue their activities for survival without restriction.



- **Piano**



Figure 9: Piano

There are now many venues in Malaysia where you may learn or take piano lessons. It is inextricably linked to the advancement of online media technology, which encourages people to learn the piano since his curiosity is fairly great, and the piano is thought to be exciting to study. Playing the piano is also a technique of channeling talent for individuals with musical skill. They have their own container. Music aficionados, particularly those who play the piano, represent an investment that is sufficiently hopeful for the future that many parents send their kid to school for Piano lessons.

## LEVEL GF

- **Creative Zone**



Figure 10: Creative Zone

The Pustaka Raja Tun Uda, Shah Alam children's section is located on the right wing of the ground floor and is designated for children under the age of ten. Aside from a large range of children's books available for borrowing, there are a variety of facilities available in several intriguing locations such as the Reading Tree, the Creative Zone, the Interactive Zone, and the Cyber Zone. Reading Tree - a garden-themed area at the library where youngsters may read in a comfortable setting. A giant imitation tree was erected for youngsters to rest and read beneath in all weather, surrounded by reading materials on colorful bookshelves.

## FACILITIES PROVIDED

- **Lego Station**



Figure 11: Lego Station

According to the LEGO class category and specific requirements, this service is available to children aged 4 to 10 years. This service is currently available to young visitors in Pustaka Raja Tun Uda, Shah Alam, and PPAS Rebranding libraries around Selangor.

- **Indoor Games Collection**



Figure 12: Indoor Games Collection

Do you want to play checkers or chess? There is no need to purchase because you may play the internal games provided by PPAS for free.

- **Reading Tree**



Figure 13: Reading Tree

A big imitation tree was constructed for youngsters to rest and read beneath.

- **Activity Stage**



Figure 14: Activity Stage

On this stage, children can use their creativity by presenting stories, giving speeches, singing, and dancing. During school holiday, the librarian will conduct activities on this stage.

- **Cyber zone**

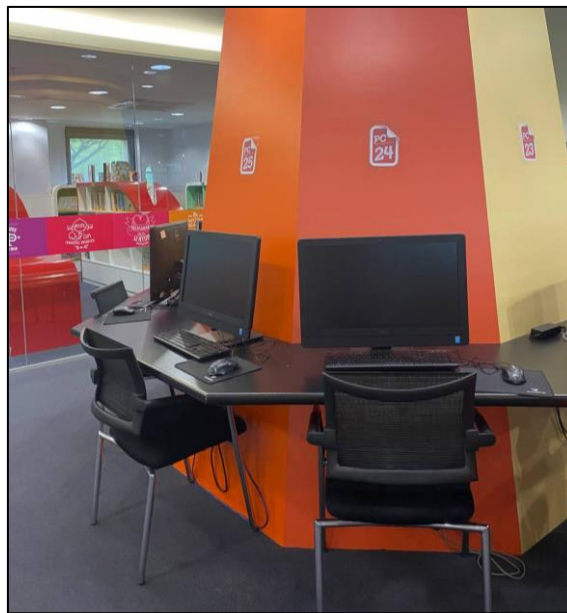
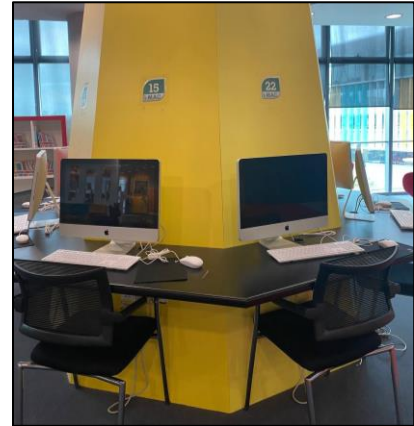


Figure 15: Cyber Zone

This computer and internet are only available to children under the age of 10. They can pass the time by playing online games. The hourly rate is RM1.

- **Activity Room**



Figure 16: Activity Room

This room is a more pleasant venue to undertake activities during the school holidays. It also can hold up to 44 people at one time. A stage, air conditioning, a projector, and a public address system with two microphone units are among the amenities provided. The hourly rental fee is RM 60.

- **Nursing Room**

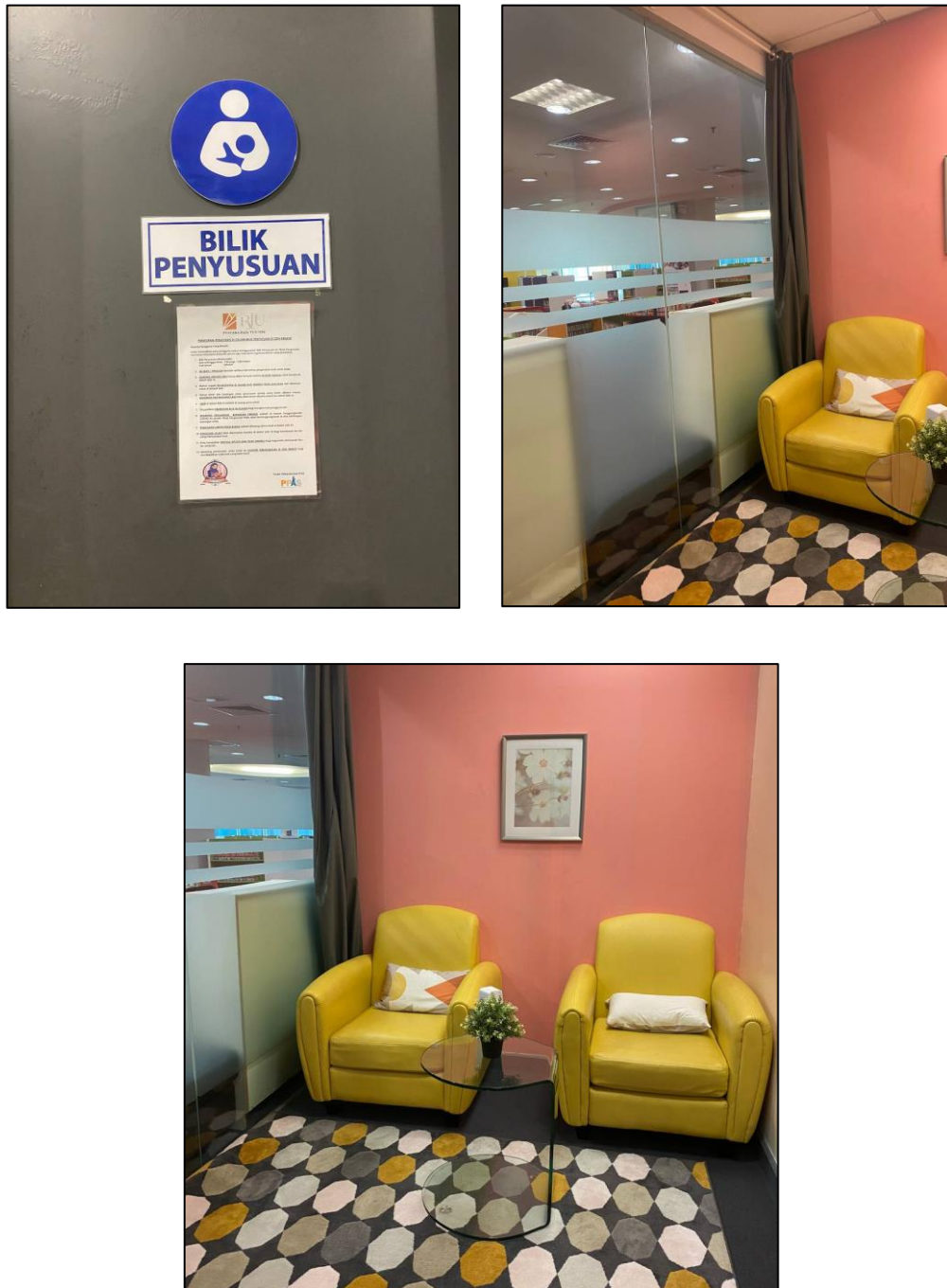


Figure 17: Nursing Room

Mothers can nurse their infants in a specially equipped room. It can also be enhanced in function to be able to replicate diapers or other baby-related needs.

## EDUTAINMENT IN PPAS

The Raja Tun Uda Library also has an Edutainment service on the GF Level, which offers four services, including 3D Theater, XD or 6D Theater, Virtual Reality, and Live Sketchbook.

- **Theater 3D**



Figure 18: Theater 3D

The Raja Tun Uda Library 3D Theater in Shah Alam is on floor GF, just adjacent to the XD / 6D Theater room. This theatre first opened its doors on December 28, 2011. Using 3D Bluray Home Theater technology, customers may view chosen and high-quality 3D animation movies with strong sound echo and true 3D picture effects. This movie room's design is casual, and it can seat more than 20 people at once.

Throughout the show, customers must wear Sony's Special 3D glasses, they must take care of the 3D glasses while they are in use and if the glasses are shattered or broken, an RM400 fine or new glasses of the same kind will be imposed.



- Theater XD / 6D



JADUAL TAYANGAN			
 <p>ISNIN &amp; JUMAAT</p>	 <p>SELASA &amp; SABTU</p>	 <p>RABU &amp; AHAD</p>	 <p>KHAMIS</p>
<p><b>WAKTU OPERASI</b></p> <p>ISNIN - KHAMIS 10.00 pg - 1.00 ptg 2.30 ptg hingga 5.00 ptg</p> <p>JUMAAT 10 pg - 12.15 tghr 3.00 ptg hingga 5.00 ptg</p> <p>SABTU - AHAD 10.00 pg - 1.00 ptg 2.30 ptg hingga 6.00 ptg</p>			

Figure 19: Theater XD / 6D

XD Theater, often known as 6D Theater, is a fun and difficult adventure simulation theatre. It has 6D motion ride technology, which combines lighting special effects, highly quick chair vibrations, wind effects, and loud sounds, as well as advanced 3D images. This theatre room includes 8 special seats, and visitors will be offered one of four short film screenings every day, according to the timetable. Canyon Coaster, Cosmic Coaster, Ravine Racer, and Haunted Mine are the four films.

- **Virtual Reality (VR)**



Figure 20: Virtual Reality

HTC Vive is a high-capacity VR headset created by HTC and Valve Corporation. The headset is intended to use "room scale" technology to transform a room into a 3D space via sensors, with the virtual world allowing the user to navigate naturally, with the ability to walk around and use motion detected handheld controllers to clearly manipulate objects, interact with precision, communicate, and experience an immersive environment. The fee is RM10 per 10 minutes.

- **Life Sketchbook**



Figure 21: Life sketchbook

It is an interactive coloring exercise for youngsters that employs a touch screen computer, with the coloring display shown 'live' on the projector layer. There are two themes: woodland and ocean. The fee is RM10 per 15 minutes.

## LEVEL 1

- Disable Room

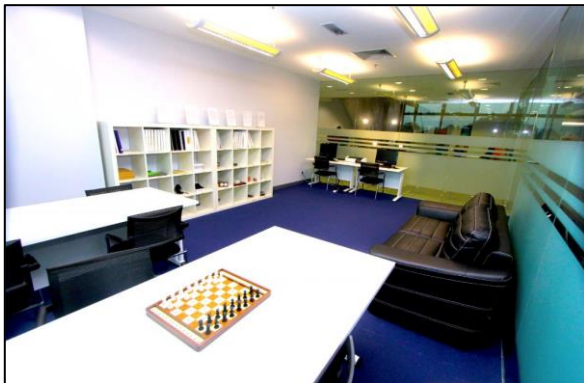
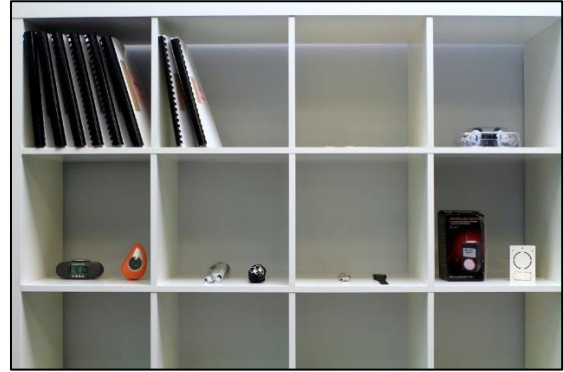


Figure 22: Disable Room

The Raja Tun Uda Library's Braille Collection is housed on the first floor in a separate area for visually challenged people. The materials collection comprises fiction and non-fiction work, as well as a collection of STPM tests, al-Quran, and novels. The prefix 'BR' appears on the book's reinforcement label in this collection.

Among the braille books in the collection are;

- ✚ Muqaddam Braille, Call No. BR 297.1220710595 Mu
- ✚ Kitab Yasin Braille, Call No. BR 297.1229 Ki
- ✚ QAF: wa al-Quran al-majid, Call No. BJR 297.1220710595 Qa
- ✚ Al-Quran al-karim bil kitabah al-arabiah an-nafirah, Call No. BR 297.12207595 Al
- ✚ Al-Quranul Karim: Tulisan Braille, Call No. BR 297.12207595 Al

Among the donated book collection are;

- ✚ Sejarah Dunia (1500 - 1955): teks STPM, Call No. BR 909.08 Se
- ✚ Sejarah Malaysia: teks STPM, Call No. BR 959.50076 Se
- ✚ Islam: kreativiti & inovasi, Call No. BR 153.35 Is
- ✚ Antara nama dan hakikat: kemelut kalimah Allah, Call No. BR 297.211 Md

Extra amenities in the disabled room are;

- ✚ Computer equipped with Jaws software: 2 units
- ✚ Braille Scanner: 1 unit
- ✚ Set Chess Braille: 2 unit
- ✚ Braille Dominos: 2 unit
- ✚ Electronic Chess Clock: 2 unit
- ✚ Manual Chess Clock: 2 unit
- ✚ Braille Slate 4 line: 2 unit
- ✚ Braille Slate 9 line: 2 unit
- ✚ Braille Slate 27 line: 2 unit
- ✚ Braille Ruler: 2 unit
- ✚ Drawing Devices: 2 unit
- ✚ Transistor Radio: 2 unit
- ✚ Multimedia Speaker: 2 unit
- ✚ Headphone: 2 unit
- ✚ Voice Electronic Weight Scale: 2 units
- ✚ Talking Infrared Thermometer: 2 unit
- ✚ Talking Electronic Blood Pressure Monitor: 2 unit
- ✚ Intelligent Welcome Device Warning Door Bell: 2 unit

- **Carrel Room**



Figure 23: Carrel Room

This room can only accommodate 8 people at a time. Users must adhere to the rules and restrictions outlined below:

- ✚ Kept environment quiet to avoid disturbing other users.
- ✚ Carrel room is for individual usage only.
- ✚ The library will not responsible for any loss or damage of personal belonging kept in the carrel room.
- ✚ Keep the library, furniture or equipment in its place at all times.

- **i-Station**



Figure 24: i-Station

This room contains an iPad and robotics. Staff members utilize iPads to participate in school holiday activities. During office hours, employees must borrow and return items. To avoid loss, they must record in the log book.

- **Green Screen & Live Room**



Figure 25: Green Screen

Green screen is a visual effects (VFX) method that layers, or composites, two pictures or video streams together. Programs are held in this room. For example, instead of producing a short video for a billboard, let's read for 10 minutes.

- **Sound Studio**

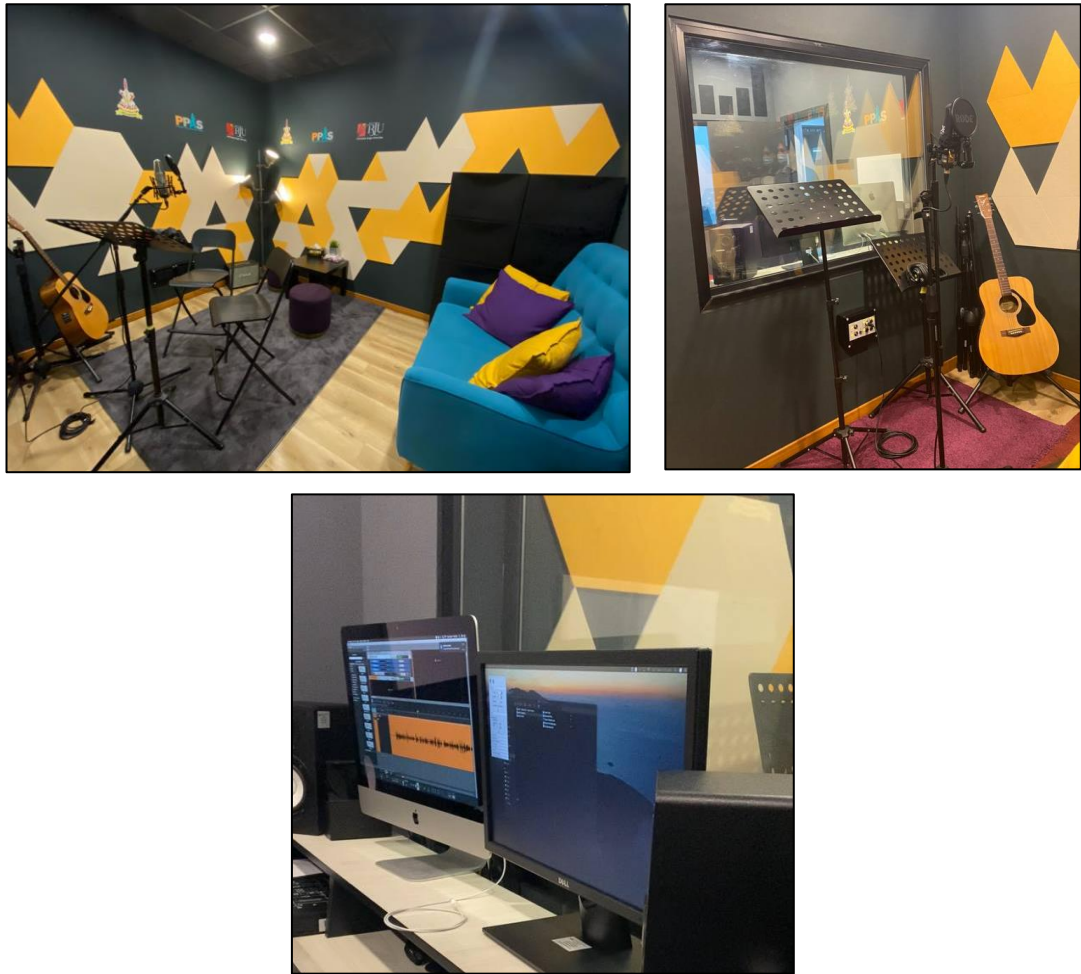


Figure 26: Sound Studio

PPAS Sound Studios is Malaysia's first public recording studio. Raja Tun Uda Library in Shah Alam and PPAS Gombak are the locations. This is a Selangor State Government initiative, support, and endeavor in collaboration with the Selangor State Library to assist inspire, educate, and ignite creativity for everyone in the music business. This is to offer resources for the music business to develop in an economic and creative ecosystem.



## LEVEL 2

- Rumah Ngaji

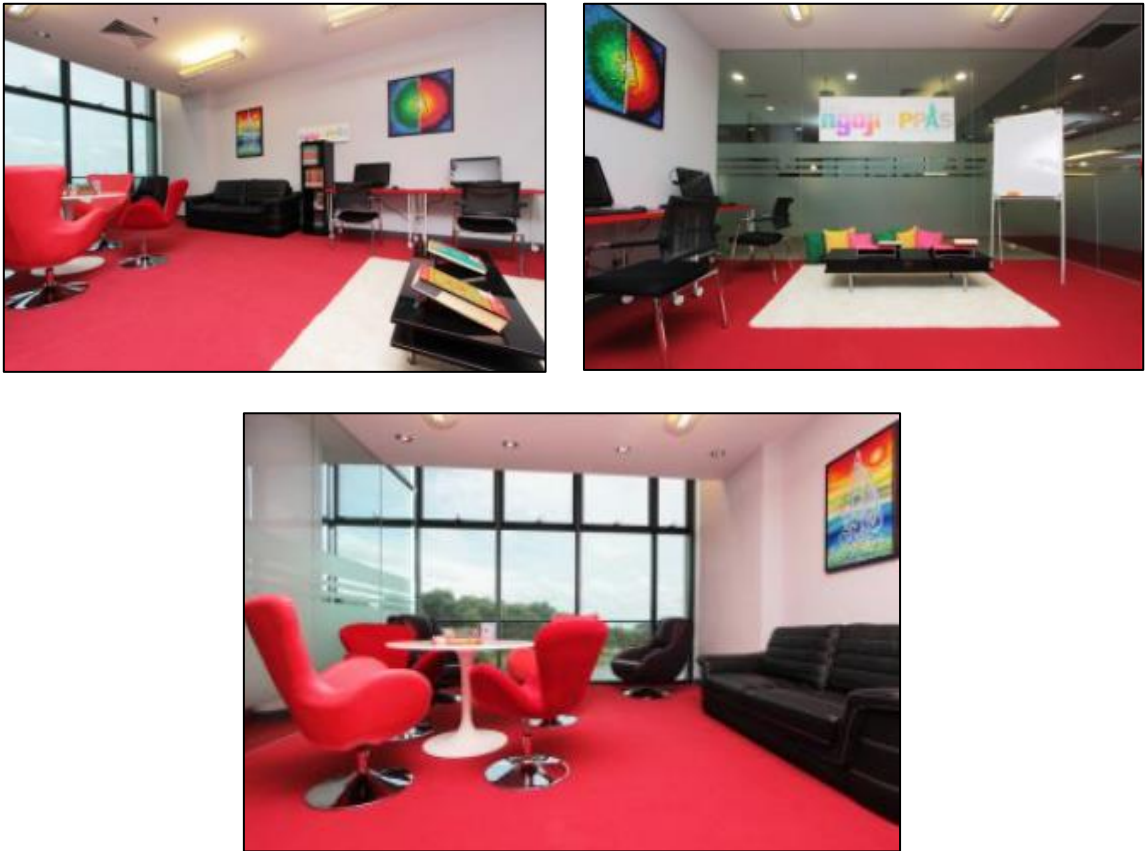


Figure 27: Rumah Ngaji

Karangkraf, Warisan Ummah Ikhlas, and Akademi Sinergi Ikhlas launched Rumah Ngaji@PPAS. Rumah Ngaji@PPAS is a joint effort between PPAS and Karangkraf in which one corner offers customers with several sorts of Al Quran, including translation and digital. If students wish to learn more in detail, PPAS will provide lessons at various levels in partnership with Warisan Ummah Ikhlas and Akademi Sinergi Ikhlas. This is the first effort with Karangkraf to establish a culture of reading, comprehending, and directly practising the Quran. This Quran comprehension programme is known as B.B.Q. (Read Quran Discussion).

Students will be introduced to the makhrāj of letters at Rumah Ngaji@PPAS before diving into additional tajwid rules such as nun sukun and tanwin, mim sukun, idgham, mad, qolqolah, and so on. Students will receive comprehension and reinforcement for both basic and tajwid subjects through two-way conversation between students and student staff.

## OBJECTIVES RUMAH NGAJI

### ✚ Free Class

Providing free seminars to ensure that the community is literate in Al-Quran, from the fundamentals through tajwid.

### ✚ Reading, Understanding, and Acting

Classes begin with reading, comprehending, and exercising the Al-Quran

### ✚ Meeting Point

Rumah Ngaji evolved into a "gathering place" for students and instructors.

### ✚ Educate the Trainers

Al-Quran instructors are periodically instructed in the methodologies and practices of teaching the Al-Quran through "Train the Trainers" training.

#### ▪ Auditorium



Figure 28: Auditorium

This auditorium is utilized for huge events such as health presentations, hearing care seminars, and so on. This space can hold a total of 208 people and costs just RM330 per hour to hire. This space has a projector with 1 unit 16 x 16 screen, 1 unit 20 x 20 screen, a public address system with 1 cordless mic unit, 1 ear mic unit, 2 wired mic units, 200 table arm chair units, and a VIP waiting area adjacent the auditorium with bathrooms



- **Multipurpose Hall**



Figure 30: Multipurpose Hall

This hall is used to create a program. It can hold up to 200 people at a time. The rental fee is RM250 per hour, and it comes with a 5500 lumens projector and 2-unit 9 x 12 screens, a public address system with two cordless mic units, 200 wheeled flip seats, and 1 rostrum unit.

## LEVEL 4

### ▪ Selangor Info Hub



Figure 31: Selangor Info Hub

This room houses a collection of books by Sultan Sharafuddin Idris Shah, Nadir books, Selangor literature, and so on. This item is not lendable. However, consumers can photostat the material they require.

- **Seminar Room**



Figure 32: Seminar Room

Users can use this area to develop programs such as school resource center supervisor courses and others. This space can accommodate up to 60 people at a time. It has 60 chairs, 1 table, air conditioning, a 5000 lumen LCD projector, a public address system, and 2 microphones. Rent for this room is RM60 per hour.

- **Meeting Room**



Figure 33: Meeting Room

This space is being utilized for a meeting. It can hold up to 40 persons at a time. This area is outfitted with 40 wheelchairs, 2 air conditioning units, 14 table microphones, 1 3000 lumens LCD projector, and 1 public speaker system. This room costs RM80 per hour to rent.

## EVERY LEVEL (LEVEL 1 – LEVEL 4)

- **Reading Space**



Figure 34: Reading Space

A reading space can help build literacy skills such as sentence structure, punctuation and grammar. This is because, when books are readily available to use, students may be more likely to pick them up and read them, which is fantastic for developing important skills in reading and writing.

- **Discussion Room**



Figure 35: Discussion Room

<b>LEVEL</b>	<b>CAPACITY</b>	<b>RATE / HOUR</b>
1	4 persons	RM3.00
2	6 persons	RM5.00
3	8 persons	RM5.00

Table 3: Capacity and Rate of Discussion Room

Members only of the Selangor Public Library Corporation are eligible. Only 2 hours of use allowed. If no other guests request it, you may extend your time. This room is reserved for debate, presentations, and other academic activities. When utilizing the discussion room, users are responsible for its cleanliness and safety. Users are not permitted to speak excessively loudly so as to disturb other guests.

Users are not permitted to eat or drink in the discussion room. If a user is discovered to be infringing the rules of using the discussion room, the library retains the right to revoke the services supplied. Please replace the tables and chairs and make certain that no rubbish or personal things have been removed.



- **Book Wall**



Figure 36: Book Wall

The book wall's aim is to display reference books. The user cannot borrow this book. Level 1 is concerned with science. Level 2 is all about marine creatures. Levels 3 and 4 concentrate on flora and fauna.

- **Multimedia**



Figure 37: Multimedia

There are 14 computers on each floor, including iMac machines running the MAC OS operating system and 9 Windows-based PCs available to customers from level G to level 4. The library also has free wireless internet access with a speed of 100Mbps.

## OUTDOOR

- Cafeteria



Figure 38: Cafeteria

Next to the library building is the cafe. The library has prepared railings so that patrons won't be exposed to the sun or the rain when leaving for the cafe. Users may work at the cafe since it has low meal prices and a stunning view that helps them concentrate on their work.

- **Buggy Ride**



Figure 39: Buggy Ride

Buggy services are also available in Pustaka Raja Tun Uda, Shah Alam, along specific routes and checkpoints. Customers, particularly the disabled, the elderly, mothers, children, and those who park far away, are served by two buggies.

- **Amphitheatre & Viewing Deck**

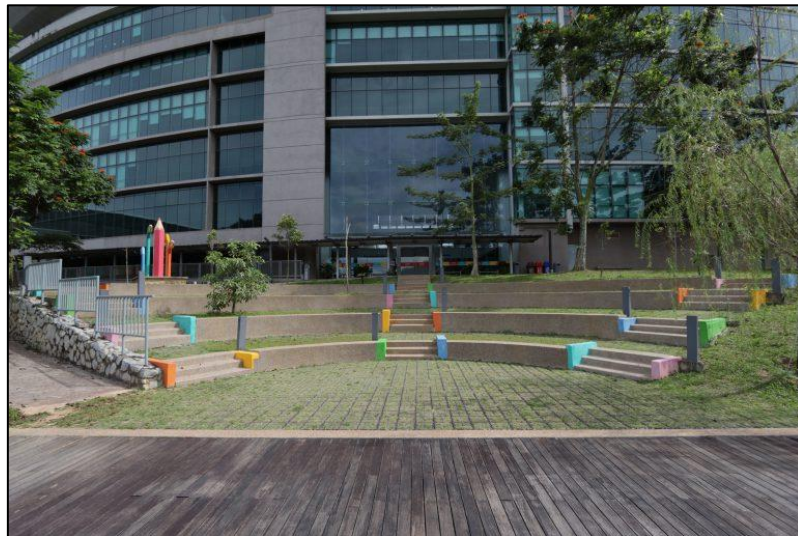


Figure 40: Amphitheatre & Viewing Deck

Visitors can conduct running, yoga, and other activities at this location. because the gorgeous view entices individuals to come here and undertake activities.

- **Parking**



Figure 41: Parking

The Raja Tun Uda Library Multi-storey Parking Complex was created by His Majesty Sultan Sharafuddin Idris Shah Alhaj Ibni Almarhum Sultan Salahuddin Abdul Aziz Shah Alhaj, Sultan of Selangor, to make it easy for people to visit the library and enjoy pleasant and comprehensive services.

Starts operations on March 1, 2020, with an RM2.00 admission charge. There are 770 parking lot units in all, comprising 627 automobile parking lot units, 137 motorbike parking lot units, and 6 bus parking lot units.

- **Smart Mobile Library**



Figure 42: Smart Mobile Library

PPAS has 9 smart mobile library devices. This mobile library offers services at certain libraries. The feedback from the local community has been quite positive. This mobile van service serves all districts and villages in Selangor by offering appropriate reading materials for all categories of citizens, as well as amenities for rural residents, in order to achieve the government's aim of establishing an informed and cultured reading community.

## 1.2 ORGANIZATIONAL CHART OF PPAS

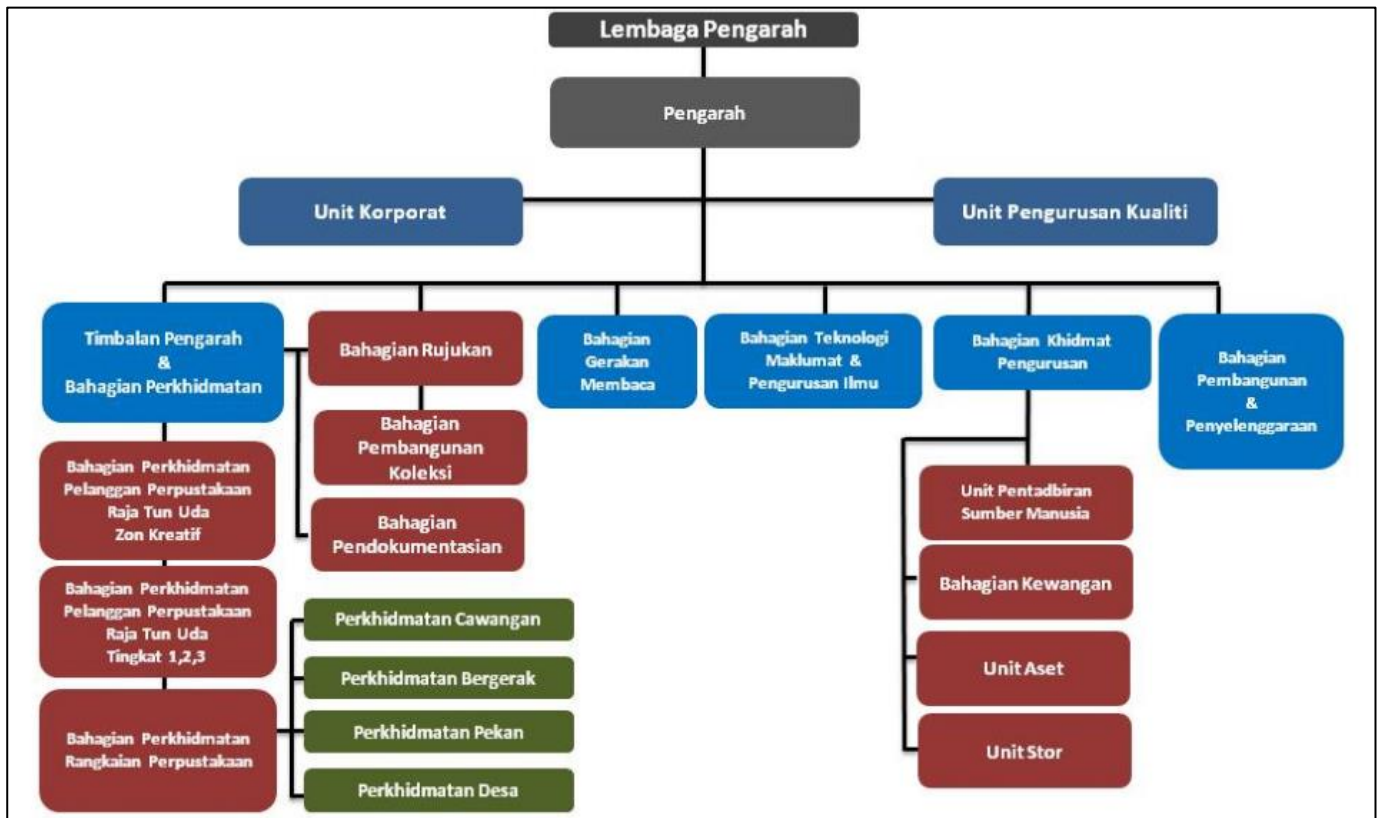


Figure 43: Organizational Chart PPAS

PPAS employs around 60 people. The director headed the PPAS, who were aided by the deputy director and his subordinates. This organization comprises roughly 12 departments.

# **CHAPTER 2: ORGANIZATIONAL INFORMATION**

## 2.0 ORGANIZATIONAL INFORMATION

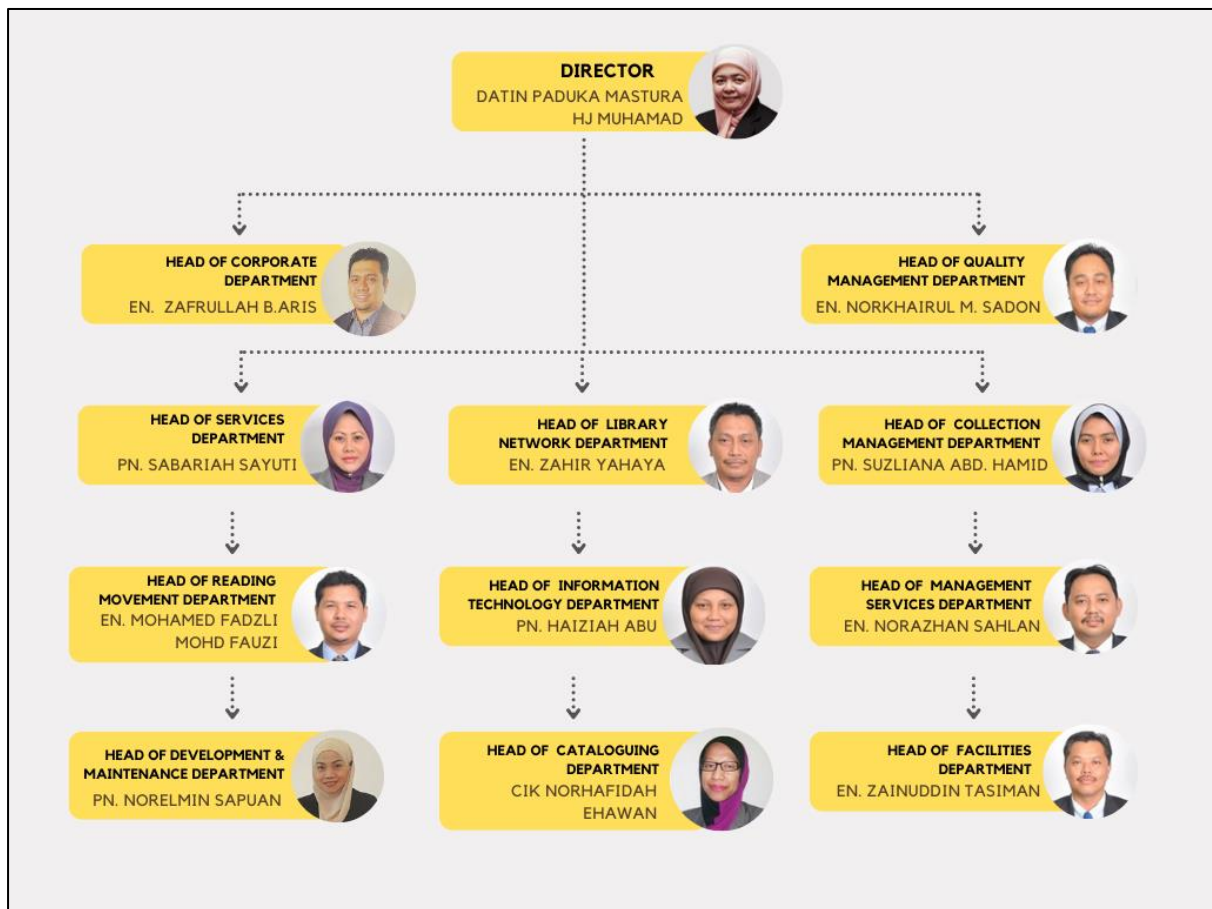


Figure 44: Organizational Information PPAS

The Pustaka Raja Tun Uda Library (PPAS) has nine departments with several units. Each of these departments plays an essential role in the development of the library. Each department will be overseen by a chief department, who will ensure that all staff members accomplish their assigned jobs well and adhere to the standards specified. Standards are important for each department because they provide as a guide for the goals that personnel in each department must attain.

During the industrial training, industrial trainees were assigned to different portions of the PPAS Library according to the schedule. Trainees in the industry might develop experience and expertise linked to the areas they are trained in. Furthermore, industry trainees get the opportunity to learn about the breadth of work performed by each department and the activities carried out.



Industry trainees also receive experience by completing and carrying out tasks assigned by each department, as well as applying every theory learnt in the classroom. Industry trainees can then recognise the actual scenario rather than merely learning about it in theory. As a result, industrial trainees gained a variety of new skills throughout their time in Pustaka Raja Tun Uda's Library (PPAS) departments.

This chapter will explain and illustrate each section of the organisational chart and its units. Later in this second chapter, the industrial trainee will discuss the purpose of each unit. However, because they wish to highlight the aspects of each unit, industry trainees do not list positions for each staff member. Furthermore, the industrial trainee gathers all information for this organisation chart through the PPAS's website.

## 2.1 MANAGEMENT SERVICES DEPARTMENT STRUCTURE

The Management Services Department is responsible for library administration in general. Then, this division leads by a Head of Department and comprises of 5 units that are Human Resource Development Unit, Vehicle Unit, Financial Unit, Facilities Unit and Asset & Store Management Unit.

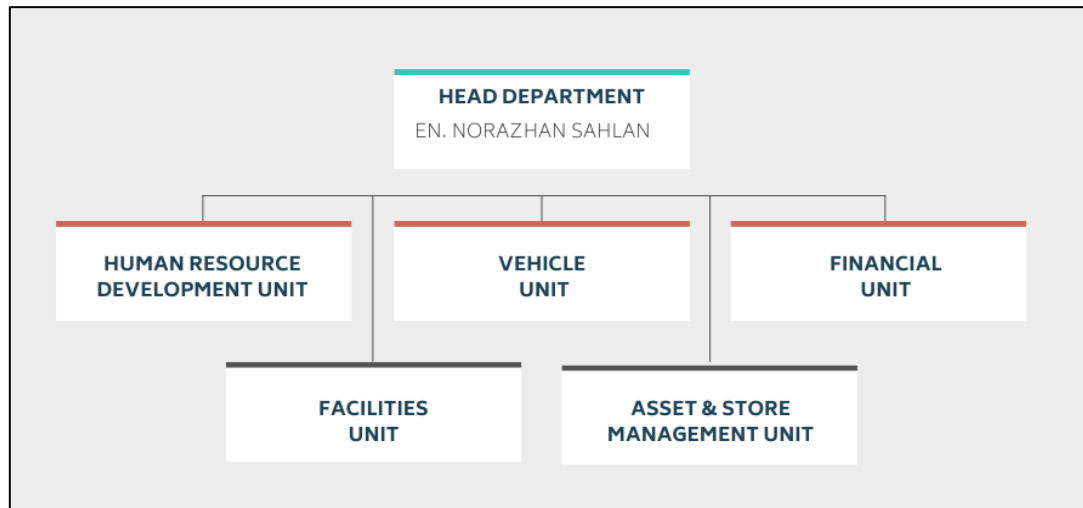


Figure 45: Management Services Department Structure

## 2.1.1 DIVISION STRUCTURE

### HUMAN RESOURCE DEVELOPMENT UNIT STRUCTURE

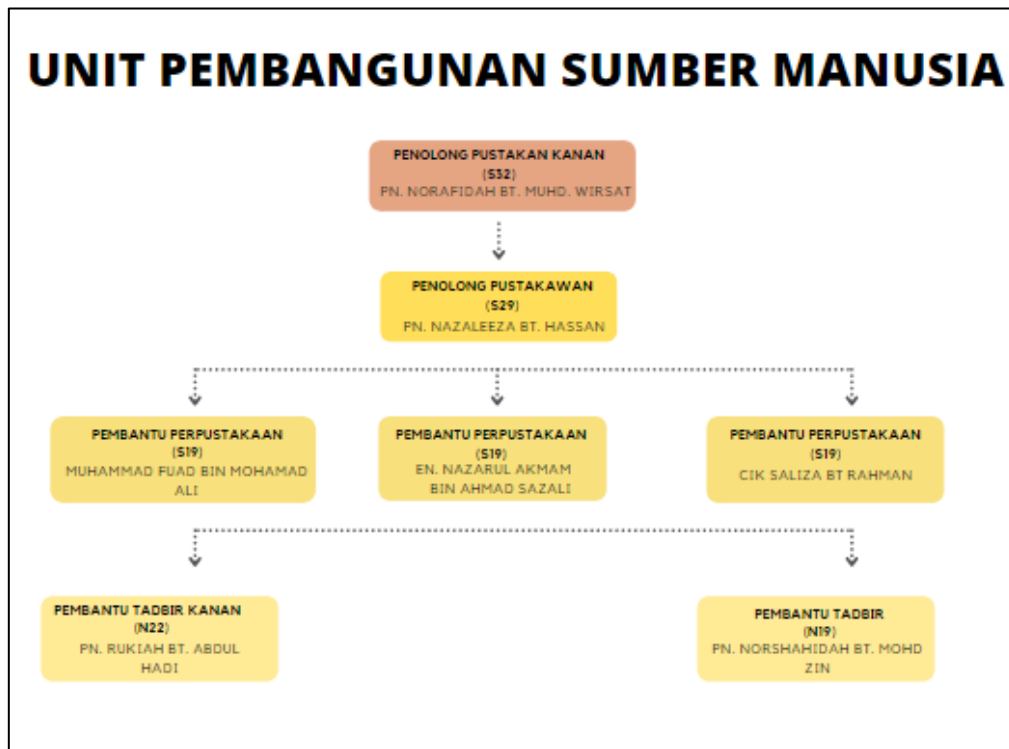


Figure 46: Human Resource Development Unit Structure

### VEHICLE UNIT STRUCTURE

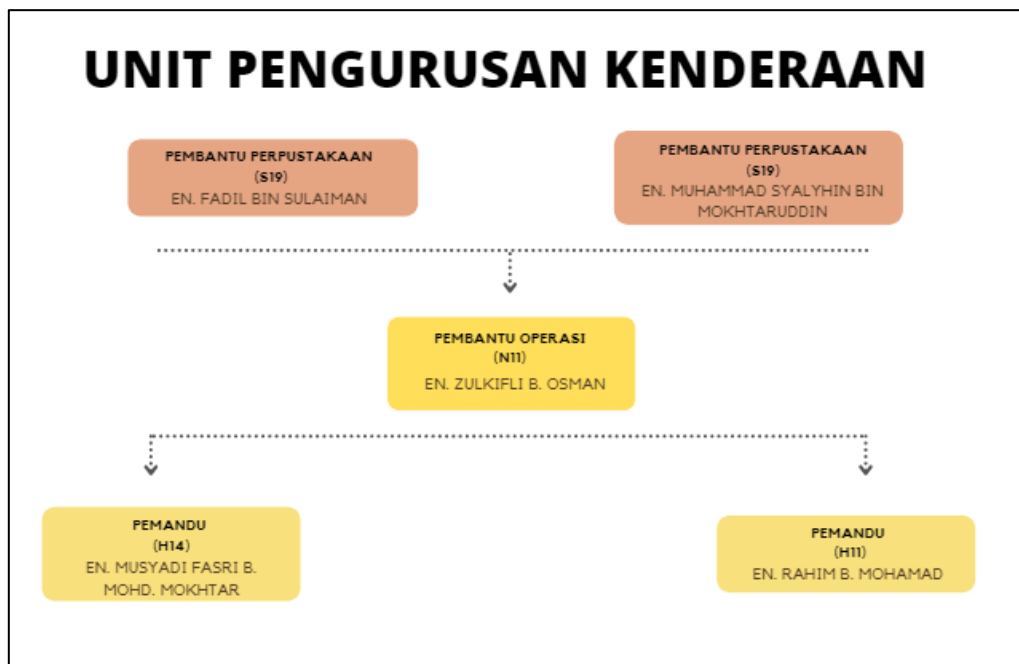


Figure 47: Vehicle Unit Structure

## FINANCIAL UNIT STRUCTURE

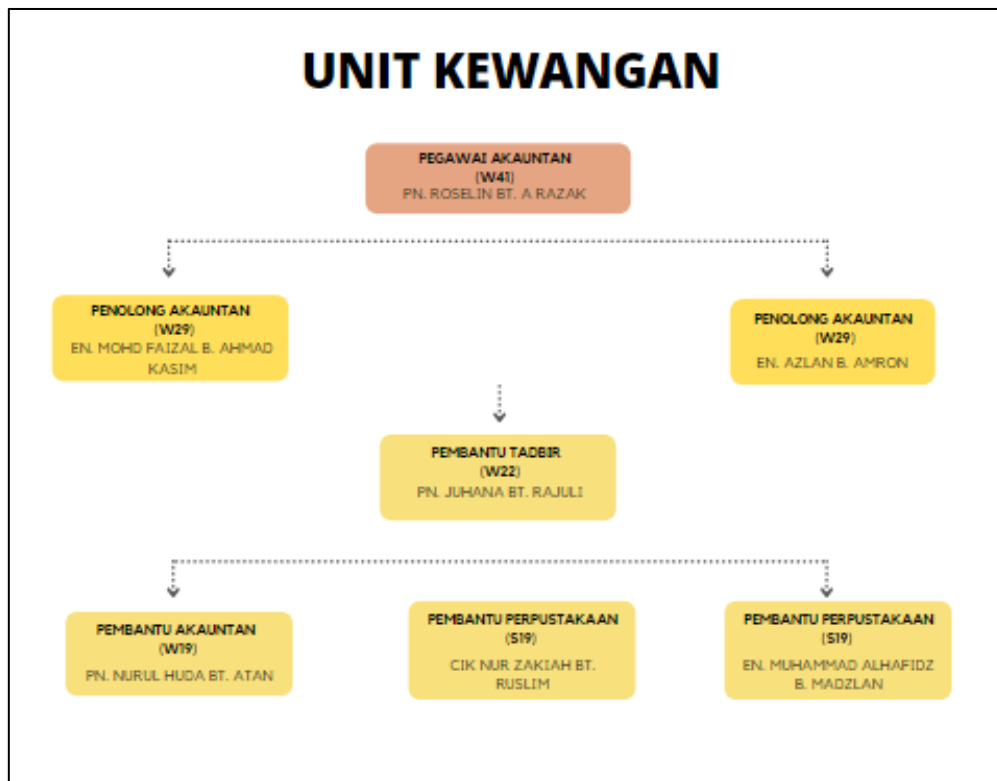


Figure 48: Financial Unit Structure

## ASSET & STORE MANAGEMENT UNIT STRUCTURE

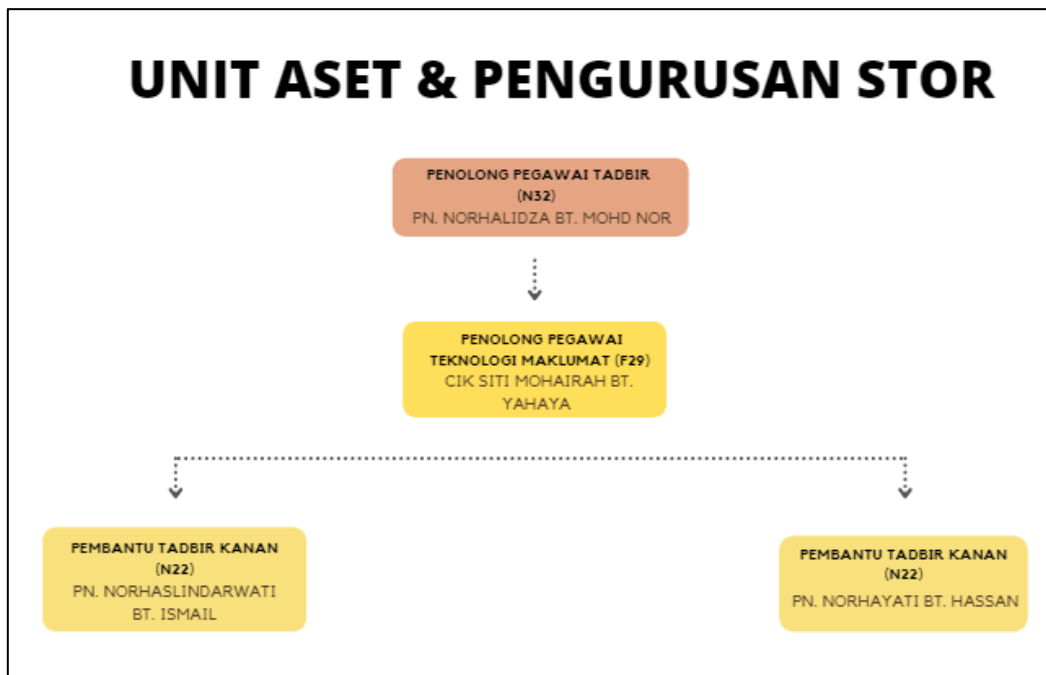


Figure 49: Asset & Store Management Unit Structure

### 2.1.2 UNIT FUNCTION

UNIT	FUNCTION
<p>Human Resource Development (Pembangunan Sumber Manusia)</p>	<ul style="list-style-type: none"> <li>➤ Manage general administration</li> <li>➤ In charge of staff management</li> <li>➤ Involve training/workshop</li> <li>➤ In charge for publication and promotion</li> <li>➤ In charge in store management</li> <li>➤ Manage inventory</li> </ul>
<p>Vehicle (Kenderaan)</p>	<ul style="list-style-type: none"> <li>➤ The provision of departmental vehicles is depending on the application and the availability of cars</li> <li>➤ Managing the vehicle movement schedule such that it works smoothly and orderly at all times</li> <li>➤ Manage the work schedule of the driver</li> <li>➤ Maintain the department's vehicles</li> <li>➤ Examining the expenses of vehicle upkeep and repair</li> <li>➤ Monitor the usage of the receiptless toll payment system card and SmartTag, the gasoline indenture card and the log book for notices of traffic offenses/summons</li> </ul>
<p>Financial (Kewangan)</p>	<ul style="list-style-type: none"> <li>➤ Process travel claim form, allowances and other official facilities within 5 days of receipt</li> <li>➤ Process all payment claims within 30 days of receipt</li> <li>➤ Order Processing governments within 5 days from the date of approval of the application / quotation</li> </ul>
<p>Asset &amp; Store Management (Aset &amp; Pengurusan Stor)</p>	<ul style="list-style-type: none"> <li>➤ Store Officers, Stock Receivers, Stock Producers, Stock Inspectors, and Store Verifiers are appointed</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Managing the Meeting of the Government Movable Asset Management Committee (JKPAK) (once every 3 months)</li> <li>➤ Monitor store operations in line with Treasury Circular No. 5/2009, which covers receipt, stock recording, storage, issuance, inspection, safety and hygiene, disposal, loss, and write-off of goods</li> </ul>
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Table 4: Unit Function

## 2.2 LIBRARY SERVICES DEPARTMENT STRUCTURE

This department is in charge of organising activities during school breaks or events such as the Book Fair, Program Jelajah Selangor Penyayang, and others, as well as lending and returning books and doing other duties.



Figure 50: Library Services Structure

### 2.2.1 DEPARTMENT FUNCTION

DEPARTMENT	FUNCTION
Library Services (Perkhidmatan Perpustakaan)	<ul style="list-style-type: none"><li>✚ Conduct Membership Registration</li><li>✚ Handle loan library materials to customers</li><li>✚ Handling Services Visual Materials and Tools</li><li>✚ Provide expertise and Loan Statistics</li><li>✚ Performs activities Promote Use of the Library</li><li>✚ Organizing visits from schools, higher education institutions and various agencies</li><li>✚ Conducting Community Information Service</li><li>✚ Make arrangement of materials and reading rack</li><li>➤ Provide information about library services to its customers</li></ul>

Table 5: Department Function



## 2.3 REFERENCE AND RESEARCH DEPARTMENT STRUCTURE



Figure 51: Reference and Research Structure

### 2.3.1 DEPARTMENT FUNCTION

DEPARTMENT	FUNCTION
Reference, Research and Selangor Info Hub (Rujukan Penyelidikan dan Info Hub Selangor)	<ul style="list-style-type: none"><li data-bbox="730 331 1476 365">✚ Responsible for serving and reference inquiries.</li><li data-bbox="730 387 1476 533">✚ Conduct collection of reference books, pamphlets, reports, newspaper clippings, government acts and so on.</li><li data-bbox="730 555 1476 645">✚ Carry out activities to help visitors make reference and study.</li><li data-bbox="730 667 1476 757">✚ Handle purchase, storage and collection of magazine binding for the Central Branch, Rural and Mobile</li></ul>

Table 6: Department Function

## 2.4 PLANNING AND DEVELOPMENT DEPARTMENT STRUCTURE



Figure 52: Planning and Development Structure

#### 2.4.1 DEPARTMENT FUNCTION

DEPARTMENT	FUNCTION
Planning and Development (Perancangan dan Pembangunan)	<ul style="list-style-type: none"><li data-bbox="719 315 1436 405">✚ Coordinate the development project Perbadanan Perpustakaan Awam Selangor.</li><li data-bbox="719 421 1436 517">✚ Coordinate the allocation of funds for development projects such as the Public Library</li><li data-bbox="719 533 1436 573">✚ Plan for library development projects in the state</li><li data-bbox="719 589 1436 790">✚ Plan and coordinate consultation in the library field, particularly in terms of development to government departments, statutory bodies and the private sector</li><li data-bbox="719 806 1436 902">✚ Create a complete database and information compiled in one issue</li><li data-bbox="719 918 1436 958">✚ Prepares the mobile library service</li></ul>

Table 7: Department Function

## 2.5 INFORMATION TECHNOLOGY DEPARTMENT STRUCTURE



Figure 53: Information Technology Structure

### 2.5.1 DEPARTMENT FUNCTION

DEPARTMENT	FUNCTION
Information Technology (Teknologi Maklumat)	<ul style="list-style-type: none"><li data-bbox="719 338 1436 479">✚ Prepare and coordinate the computer hardware and software infrastructure that is in good condition and meet customer needs</li><li data-bbox="719 501 1436 591">✚ Ensure that the computer system and network libraries can operate efficiently on time use</li><li data-bbox="719 613 1436 703">✚ Ensure that the information in the database is protected and secure</li><li data-bbox="719 725 1436 866">✚ Take action to damage the computer in the last two (2) days for minor damage and seven (7) days of Major damage</li><li data-bbox="719 889 1209 922">✚ Updating the website every month</li></ul>

Table 8: Department Function

## 2.6 KNOWLEDGE MAGEMENT DEPARTMENT STRUCTURE

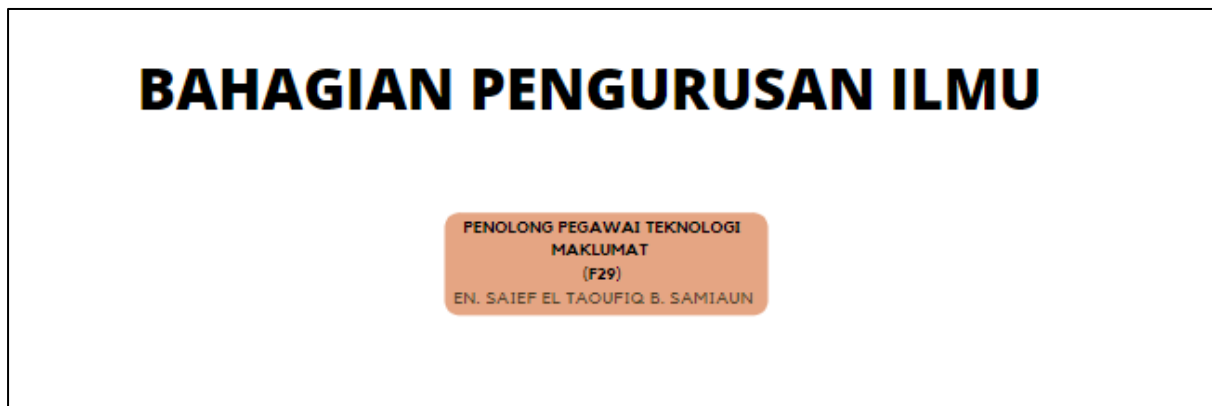


Figure 54: Knowledge Management Structure

### 2.6.1 DEPARTMENT FUNCTION

DEPARTMENT	FUNCTION
Knowledge Management (Pengurusan Ilmu)	<ul style="list-style-type: none"><li>✚ Planning Knowledge Management projects a new one every year</li><li>✚ Identify content or information that should be digitize</li><li>✚ Identify the experts in a particular field to be shared with internal organization</li><li>✚ Evaluating and analysing database / hardware / software either for the purchase, subscription or rental</li></ul>

Table 9: Department Function

## 2.7 COLLECTION MANAGEMENT DEPARTMENT STRUCTURE

The Collection Management Department of the Selangor Public Library Corporation is in charge of managing and developing the library collection.

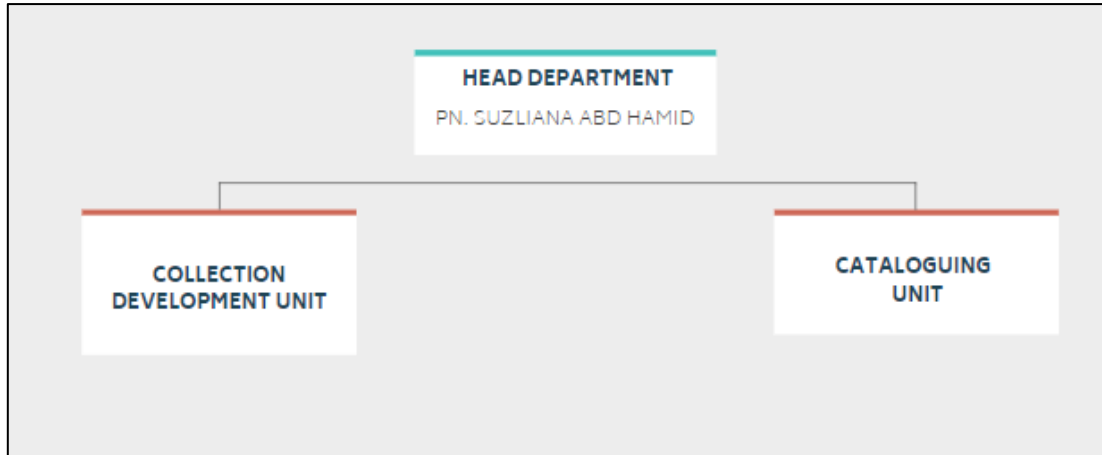


Figure 55: Collection Management Structure

### 2.7.1 COLLECTION DEVELOPMENT UNIT STRUCTURE



Figure 56: Collection Development Structure



### 2.7.1.1 UNIT FUNCTION

UNIT	FUNCTION
Collection Development (Pembangunan Koleksi)	<ul style="list-style-type: none"><li data-bbox="715 416 1441 510">✚ Deal with the provider on the materials purchased by the library.</li><li data-bbox="715 524 1441 618">✚ Expand and improve the materials needed by individuals for formal education</li><li data-bbox="715 631 1441 674">✚ Encouraging people to read the book</li><li data-bbox="715 687 1441 781">✚ Support education policy, research and activities of a group of institutions or organizations</li><li data-bbox="715 795 1441 999">✚ Disseminate information to the community in all areas in order to create the quality of life in all aspects of education, economy, people, culture and so on</li></ul>

Table 10: Unit Function

## 2.7.2 CATALOGUING UNIT STRUCTURE

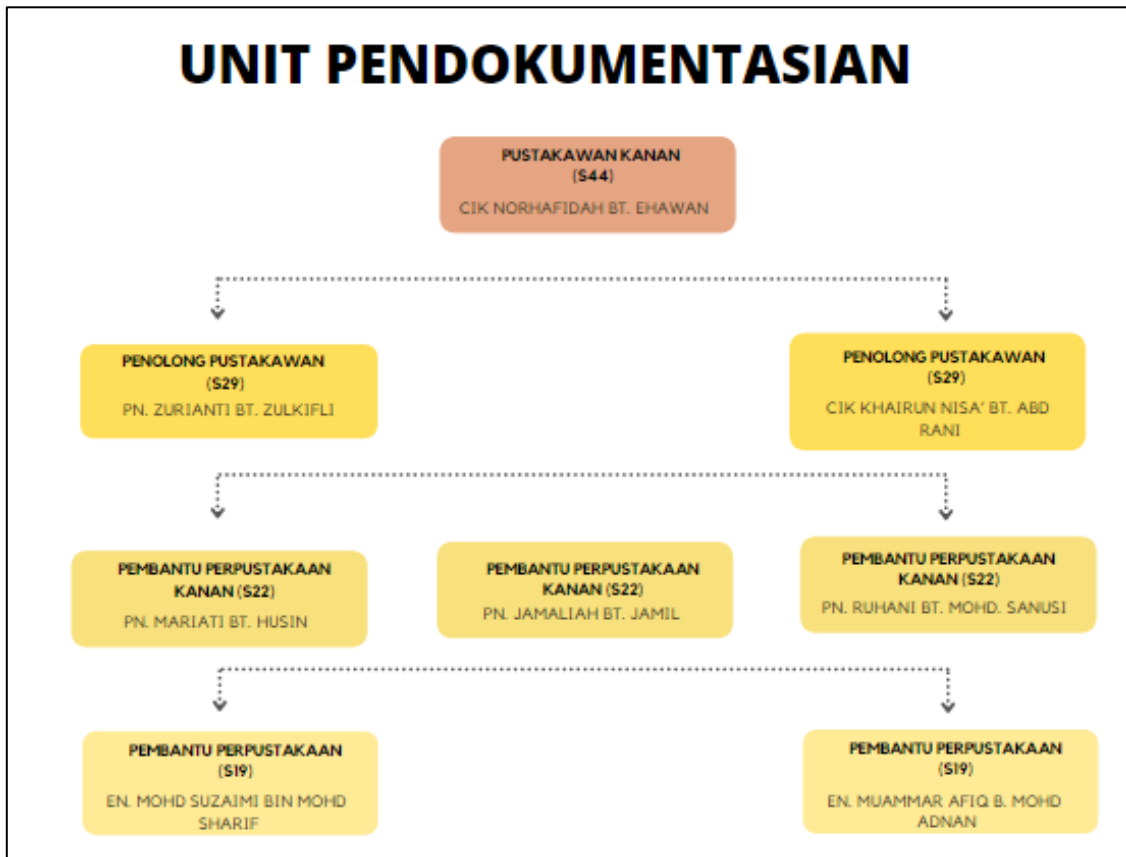


Figure 57: Cataloguing Structure

### 2.7.2.1 UNIT FUNCTION

UNIT	FUNCTION
Cataloguing (Pendokumentasian)	<ul style="list-style-type: none"> <li data-bbox="715 1442 1442 1697">✚ Cataloguing, classing and accurately process library materials received and distributed to the Raja Tun Uda within 18 days, Big River Branch Library 25 days and other Service Centre according to schedule</li> <li data-bbox="715 1715 1442 1809">✚ Updating the OPAC (Online Public Access Catalogue) continuously</li> </ul>

Table 11: Unit Function

## 2.8 LIBRARY NETWORK DEPARTMENT STRUCTURE



Figure 58: Library Network Structure

### 2.8.1 DEPARTMENT FUNCTION

DEPARTMENT	FUNCTION
Library Network (Rangkaian Perpustakaan)	<ul style="list-style-type: none"> <li>✚ Deliver loan and reference books for the population in each district</li> <li>✚ Provide referral services</li> <li>✚ Organize activities for children and to provide reading materials that are appropriate for them</li> <li>✚ To be a centre of academic activities, social and cultural services to all categories of society</li> <li>✚ Make administrative centre library and mobile library</li> <li>✚ Provide cooperation to other departments to ensure the success of district activities</li> <li>✚ Assist and advise the other institutions to create their own library</li> <li>✚ Assist and compelling society with a culture of reading and create a mini library at home</li> </ul>

Table 12: Department Function

## 2.9 CORPORATE UNIT STRUCTURE

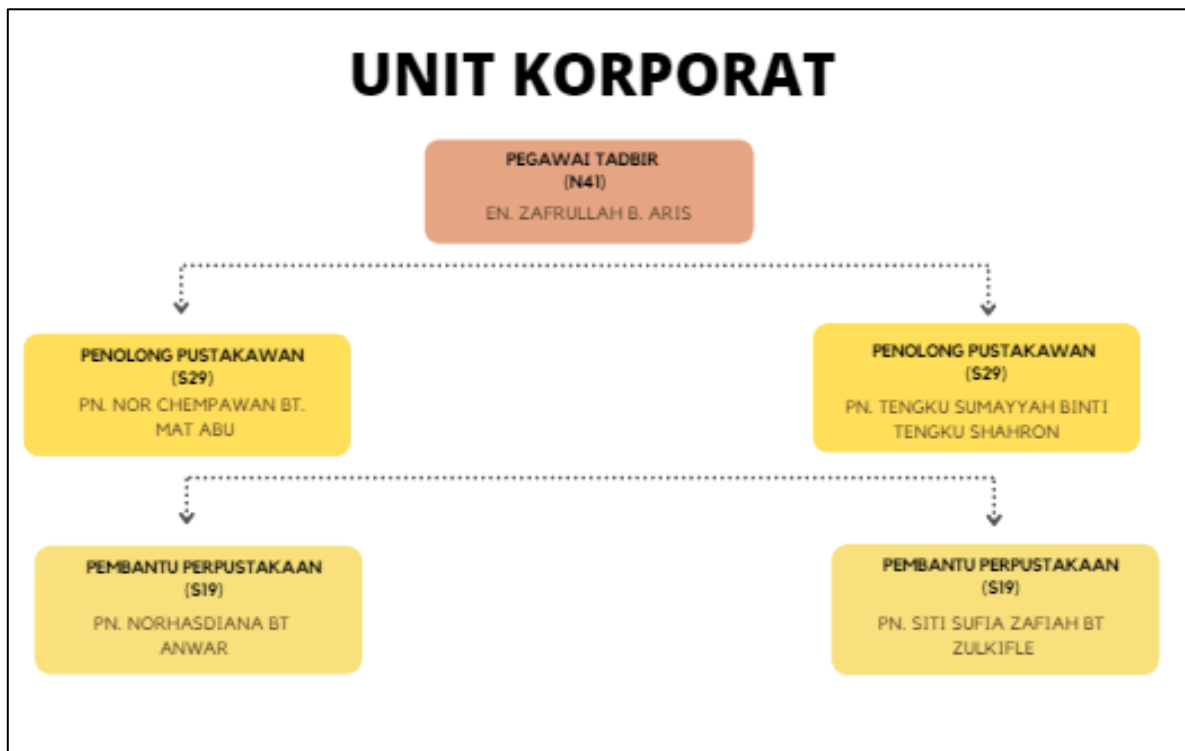


Figure 59: Corporate Structure

### 2.9.1 UNIT FUNCTION

UNIT	FUNCTION
Corporate (Koporat)	<ul style="list-style-type: none"> <li>✚ Serve as a liaison between PPAS and the general population.</li> <li>✚ publicise the library's existence</li> <li>✚ Receiving and managing public complaints about ppas</li> <li>✚ Publish items issued by PPAS for both internal and public use.</li> <li>✚ Increase the public's awareness of PPAS through advertising the initiatives it offers.</li> </ul>

Table 13: Unit Function

# **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### 3.0 TRAINING SCHEDULE

The industry trainees will describe each task and activity completed during the industrial training session in this chapter. Following that, each task assigned to the learner is expanded upon, with multiple explanations for each step carried out in every area

Below is my schedule throughout the industry training:

<b>DATE</b>	<b>DEPARTMENT</b>
Shelving every day 8:00-8:30	Zone Creative / Level 3
1-18/3/2022	Service (Creative Zone)
21-25/2/2022	Corporate
28/3-1/4/2022	Development and Maintenance
4-22/4/2022	Reference and Selangor Collections
25/4-13/5/2022	Collection Management
16/5-3/6-2022	Cataloguing
9-17/6/2022	Information Technology and Knowledge Management
4-22/7/2022	Service (Creative Zone)
25-29/7/2022	Corporate

Table 14: Training Schedule

### 3.1 TRAINING ACTIVITIES

#### 3.1.1 SERVICE DEPARTMENT

This department mainly responsible in providing services to public user in terms of borrowing and returning, registration, renewal and update for the registration.

- **Handled school holiday program**

At the first day of working in this department, I and my friends has been assigned to conduct school holiday programme. By having this task, we were able to communicate well with them and their parents. We also manage activities in accordance with the schedule. Spelling bees, storytelling, tower up challenge, colouring contest, do it yourself activity, and other activities are among the school holiday activities held.



Figure 60: Holiday Program

- **Handled of borrowing and returning**

The borrowing and returning of books are one of the tasks that we are always assigned to undertake at the desk. It is through these tasks that we are able to discover the policies and systems that this library has employed to carry out these tasks.



Figure 61: Service Counter (Creative Zone)

- **Serve as a reference librarian**

Aside from that, we have been assigned to work as reference librarians at the desk, where we must know the location of the books (which level) and answer specific questions about the materials available in this library.

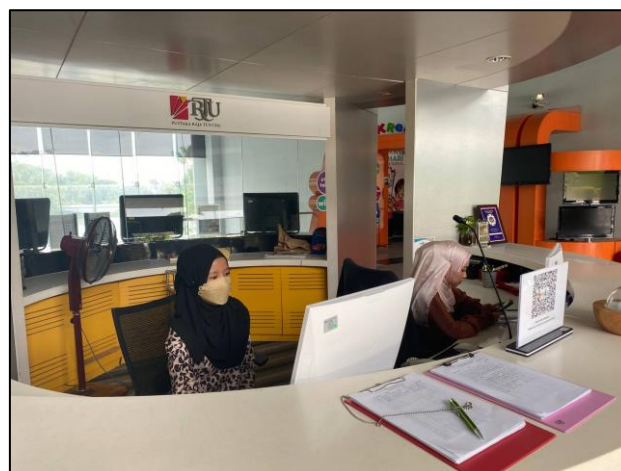


Figure 62: Service Counter (Counter Information Service)



○ **Book Disposal**

We have been assigned to arranging books according to the height of the book and remove the damaged book for dispose. To delete the code from the Virtua System, we must scan the barcode. To obtain consent from the National Archive Malaysia, we must enter the discard book into Microsoft Excel. We are also instructed to separate the books that will be disposed of from the ones that will be donated.



SENARAI BUKU PELUPUSAN UNTUK LUPUS SUMBANG TAHUN 2022						
Bt.	Tajuk	Tahun	Tringg	No Perolehan	No Panggilan	Kategori Buku
1	Namun aku punya hati	2000	0.003	2423190	JF Ame	Junior Fiction
2	Jeti	2001	0.004	2542698	JF Has	Junior Fiction
3	Ayu Fanza yang hebat	2004	0.003	2717272	JF Ame	Junior Fiction
4	Terowong rahsia	1998	0.003	2322983	JF Jam	Junior Fiction
5	Azli pahlawan kecil	2004	0.003	2717126	JF Ame	Junior Fiction
6	Professor Takahashi	1996	0.003	2347107	JF Ham	Junior Fiction
7	Serangan gajah liar	2002	0.004	2626529	JF Ame	Junior Fiction
8	Suka duka bersama	2009	0.005	3413239	JF Rya	Junior Fiction
9	NOSTALGIA di atas kapal	1993	0.002	1856707	JF Nop	Junior Fiction
10	Kompil di Taman Rimba Jempol	2006	0.009	2834215	JF Nir	Junior Fiction
11	Musuh disampadan	2008	0.007	3307852	YF	Young Fiction
12	Si kakak bodoh tapi jujur	2000	0.004	2464654	JF Wsu	Junior Fiction
13	Keris menangi	2002	0.004	2594045	JF Has	Junior Fiction
14	Sang Kancil dengan Pak Betang	2005	0.002	2967731	JF Moh	Junior Fiction
15	Sesalan buat Julia	2008	0.005	3303359	YF Nir	Junior Fiction
16	Kenangan mengusuk jiwa	2000	0.003	2423338	JF Ame	Junior Fiction
17	TZM	2006	0.004	2853847	JF Suz	Junior Fiction
18	Sayangnyaya Riko	2007	0.002	3275046	JF Mah	Junior Fiction
19	Tampainya satu sindiket	2005	0.003	2844121	JF Nar	Junior Fiction
20	Sesat dua orang Sultan	2005	0.002	2798731	JF Amr	Junior Fiction
21	Kawan baru	2004	0.003	2724592	JF Misa	Junior Fiction
22	Kesalam seorang pegawai	2002	0.002	2668390	JF Ahm	Junior Fiction





Figure 63: In-charge on book disposal

- **Shelving**

Industrial trainees must organise books according to sticker colour. Also, books in Bahasa Melayu and English should be separated for easier storage. Because they have separate shelves for fiction and non-fiction.

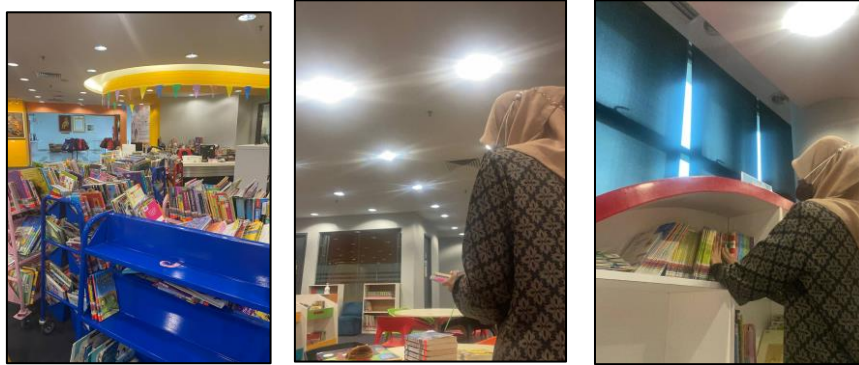


Figure 64: Shelving every day on 8:00 am – 8:30 am

### 3.1.2 CORPORATE DEPARTMENT

This department is in charge of managing all issues concerning programmes aimed at improving the image of libraries in order to promote library functions and raise consumer knowledge about the value of libraries. When I am in this section, there are various occurrences that I manage to experience and become involved in the process of attaining these events are:

- **Joining Webinar Pemikiran Sasterawan Negara Dato' Dr. Usman Awang**

This event took place live on Thursday, April 14, 2022, utilising Zoom Meeting Apps. This webinar featured speakers including Prof. Emeritus Dr. Shaharir Mohamad Zain from IKIM, Dr. Mas Rynna Wati Ahmad from UKM and Dr. Hermawan from STKIP, Indonesia. Prof. Shaharir discusses “Terabainya Keinsanan dalam Ilmu Beraksiomkan Kemanusiaan, while Dr. Mas Rynna Wati discusses “Konsep Saadah / Kebahagiaan dalam drama-drama Usman Awang and Dr. Hermawan discusses “Pemikiran Kemanusiaan dalam karya-karya Usman Awang.



Figure 65: Joining Webinar Pemikiran Sasterawan Negara

○ **Book Fair Shah Alam**

This event was held on 24 to 27 March 2022 (Thursday – Sunday) located at LG-Marketplace as a one-stop shop that brings together book publishers from government agencies in order to create partnerships with the local and surrounding communities and to foster a deep interest in books among the community. 13 book exhibitors attended Book Fair Shah Alam. Aside from the book exhibition, the organiser also hosted activities in which users may engage which are; Watercolour Flower Painting by Puan Nur Asmah Azan, Creative Expression by Nizam Radzali, Inauguration Book Fair by YB Najwan Halimi, Bingo Math with Ipad and etc. In this Book Fair Shah Alam, the publisher gives a discount of around 15 -30 % to the buyer.





Figure 66: Book Fair Shah Alam Activities

○ **Car Boot Sale**

This event was held on 21 to 25 April 2022, (Thursday – Monday) located at Parking Pustaka Raja Tun Uda, Shah Alam. The main purpose of this program is to provide a platform for consumers and practical students to do business. Among the sale are preloved items, food and beverages, kuih raya, skincare and etc. I and my friends joined to sell Sambal Hitam, preloved items and serum (cosmetic item).



Figure 67: Car Boot Sale

- **Jom Baca 10 Minit**

This event was held on 21 April 2022 (Thursday) located at Parking Pustaka Raja Tun Uda, Shah Alam and it only takes 10 minutes each participant. This event has the potential to instil a love of reading in the community.



Figure 68: Jom Baca 10 minit



- **Quran Time & Iftar Jamie**

This event was held on 22 April 2022, (Friday) located at Parking Pustaka Raja Tun Uda, Shah Alam. This programme invited Ustaz Fazrul Ismail dan Ustaz Tarmizi Haji Ali. This initiative is designed to build the bond between staff and car boot sale vendors.



Figure 69: Quran Time & Iftar Jamie

- **World Quran Hour**

This event was held on 26 April 2022, (Tuesday) located at Seminar Hall Level 2. This year's theme is to interact with Surah al-Sajadah, which focuses on the global task of prostrating and forming human beings to prostrate. The programme is carried live on TV Al-Hijrah.



Figure 70: World Quran Hour

- **Kuala Lumpur International Book Fair 2022 (PBAKL)**

This event was held on 3 June to 12 June 2022, (Friday – Sunday) located at Kuala Lumpur World Trade Trace. During the 10 days of its operation, the Kuala Lumpur International Book Fair 2022 (PBAKL 2022) was able to draw 1.25 million visitors. This good impact indirectly boosts Malaysian families' reading culture. With 137 exhibitors and over 700 exhibitors, PBAKL 2022 is the country's largest book programme to date. The positive response from visitors and exhibitors demonstrates that, despite the rapid pace of technology, the physical book sector remains relevant.

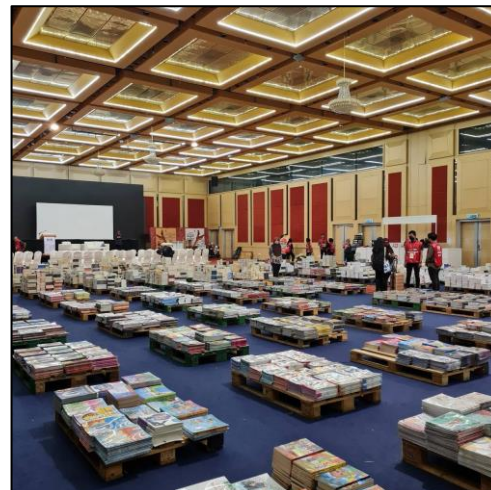




Figure 71: Volunteered PBAKL

### 3.1.3 REFERENCE AND SELANGOR COLLECTION DEPARTMENT

This department is specifically responsible for providing users with access to whatever information they require, acting as a reference centre for all types of information packages, publicize the collection Selangor, creating an exhibition on Selangor, individuals' experiences with historical events and governmental figures are documented. I and my friend are assigned to do some tasks which are:

- **Updated newspaper clippings**

This department has its own newspaper room collection, where there is various kind of newspaper; all of this newspaper is available for user, so in order to have all this newspaper in a systematic way, we have been assigned to sort all of this newspaper according to its date, and type of newspapers. We also need to key in data about each issue in Microsoft Words and compile in a file.



Figure 72: Newspaper clippings

- **Site Visit to Ministry of Communication and Multimedia Malaysia and National Library Malaysia**

We were assigned to go to the Ministry of Communication and Multimedia Malaysia (Information Department) and the National Library Malaysia for borrowing materials.





Figure 73: Site Visit

- **Scanning book**

I was assigned to scan books in the Digital Room using a scanner so that users may borrow the materials because reference materials cannot be borrowed but can only be scanned or photostat.



Figure 74: Scanning Book

### 3.1.4 ACQUISITION DEPARTMENT

This department is in charge of dealing with suppliers and purchasing library materials; several procedures must be followed.

- **Sorting the books according to library branches**

There is one region within this department where the complete books will be divided into 96 different branches within the Selangor state. This encounter taught my friends and me about how books are dispersed.



Figure 75: Sorting Book



- **Make book labels**

All books acquired will be processed at this department; one of the processes is labelling; the label must be patched in the back of the book's cover, and those labels identify which branches those books must be sent to.



Figure 76: Book Label

### 3.1.5 CATALOGUING DEPARTMENT

This section is creating records in the catalogue for books, serials, video recordings, sound recordings, software, electronic resources, and other types of information in the library, assigning call numbers and labelling material and maintaining the accuracy of the information in the online catalogue.

- **Do MARC 21 tagging**

We have been taught how to use the Virtua system by Encik Zharif, where the complete book may be tagged according to the necessary tag, so that the material can be accessed via the OPAC. The practise of inserting all those tags substantially broadens our understanding of what we have already learned.



Figure 77: Tag Marc 21

- **Make book label**

Labelling is one of the operations; the barcode must be patched in the back of the book's cover, spine, and transparent sticker. These labels specify which branches the books must be delivered to. The final step is to stamp the front of the book with the PPAS emblem.



Figure 78: Book Label

- **Make toy box label**

My friends and I were tasked with labelling a toy box. We must apply a barcode, a sticker, and a clear sticker to a precise location on the toy box.



Figure 79: Toy Label

### 3.1.6 INFORMATION TECHNOLOGY AND KNOWLEDGE MANAGEMENT

Information Technology Department (IT) is responsible in managing all activities that relate with the computer, system, website and maintenance matter.

- **Created items utilising an application and a machine**

We have been assigned to go to Makerspace and design products by using modelling 3D AutoCAD and Ulti-maker Machine.



Figure 80: Doing products

### 3.1.7 DEVELOPMENT AND MAINTENANCE DEPARTMENT

This department is in charge of collecting and analysing statistical data related to the plan programme, liaising with the planning commission and other authorities in relation to development planning, monitoring and reviewing the implementation of plan schemes, and other development and maintenance tasks.

- **Helped out staff in organising books on shelves**

We were instructed to travel to Perbadanan Perpustakaan Awam Daerah Kuala Langat to assist staffs with book organisation due to a leaky drainage channel. We need to separate the dry and moist books. We must discard damp books since the books cannot be preserved. We must also dispose of moist books in order to protect other books from fungus.



Figure 81: Arrange books in shelves

- **Site Visit to Perbadanan Perpustakaan Awam Kampung Lindungan and Bukit Bangkong**

We're heading to this library to examine how the architecture was created to attract visitors. These two libraries are being rebranded by HQ Shah Alam. Prior to this, the library's setting was too out of date for them to visit. Students who have returned from school will come here to study books following the makeover.





Figure 82: Site Visit



- **Project submission ceremony for upgrading proposals Perpustakaan Awam Daerah Hulu Selangor**

This project was attended by the JKR head, JKR personnel, the contractor, the director, the deputy director, and the PPAS staff. Because of MCO, this project has been delayed for 3 years. Patrons were ecstatic to visit the library because it had a fresh design.



Figure 83: Site Visit

## 3.2 SPECIAL PROJECT

### 3.2.1 INTRODUCTION

Commonly, special projects can be done in various forms including events, video montages, programmes, research, or anything else that has an impact on an organisation, particularly libraries. As a special project, Puan Neti Dahlia Binti Osman (Assistant Librarian) has provided me with a project “Buku Nadir”. I took advantage of this opportunity to be involved by participating in the project's process. Puan Neti has granted me permission to use this project as my internship final project. This subtopic will describe the processes involved in creating this project.

### 3.2.2. DEFINITION OF BUKU NADIR

The “Buku Nadir” includes items that were published before the 1800s and are difficult to obtain, out of print, or no longer available on the market. It is a knowledge treasure trove that contains important information about the early history of the archipelago and Malaya, including the Malay World, Straits Settlements, Malaya, Federation of Malaya, and the Malay Archipelago.

### 3.2.3 OBJECTIVES

- ✚ To preserve books that are intended to be disposed of but have a high value
- ✚ To detect and obtain “Buku Nadir” that can assist students and lecturers in conducting research in related fields
- ✚ To expose visitors to a collection of rare items, including books and historical periodicals connected to Malay history, culture, literature, language, and education

### 3.2.4 USED TOOLS

Industrial trainers used the following materials to create this particular project:

<b>SOFTWARE</b>	Iphone 11 Pro
<b>HARDWARE</b>	Canva, Photoshop, Microsoft Words

Table 15: Used Tools

### 3.2.5 PROCESS OF BUKU NADIR

#### Step 1: Transfer the materials from the rack to the trolley

Puan Neti Dahlia asked me to transfer the materials from the rack to the trolley. In the PPAS's collection, there are 100 or more 'Buku Nadir'.

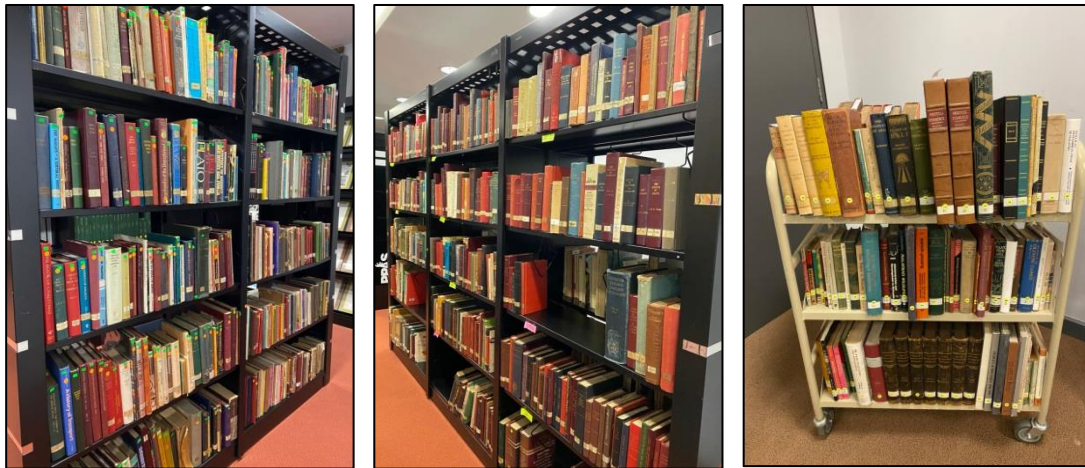


Figure 84: Transfer books to trolley

#### STEP 2: Key in data in Microsoft Words from the materials

I need to enter data or information from the materials into Microsoft Words by year, book title, call number, acquisition number, and author when I move the materials to the trolley. I just put - on the column year if there is no date or author.

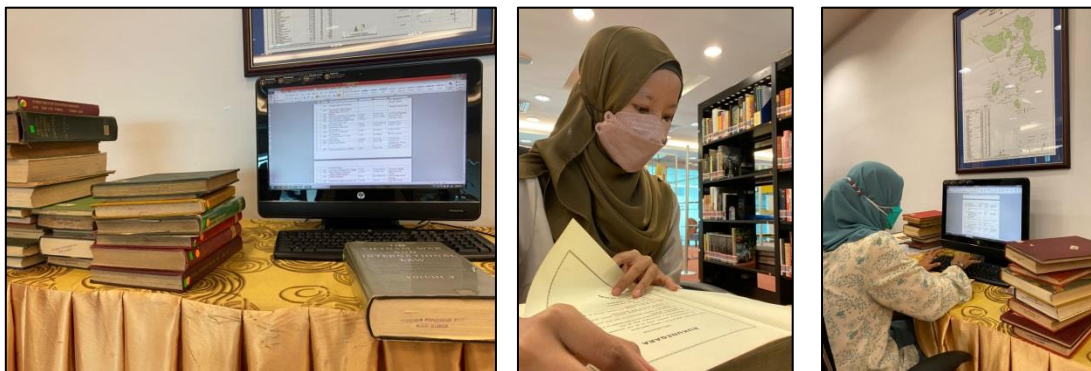


Figure 85: Key in to Microsoft Words

### Step 3: Sort books by year



Figure 86: Sorting books

After I've entered the data into Microsoft Words, I'll need to sort and organise the materials by year. It's a simple approach to afterwards organise the materials on the rack.

### Step 4: Arrange the materials on the rack according to the list by year



Figure 87: Arrange books

Next, I need to organise the materials on the rack according to the list I made in Microsoft Words, which is organised by title of book and year.

### Step 5: Peel off the old tagging and stick the new tagging

Other than that, I need to peel of the old tagging to update the new numbering of the Buku Nadir and I need to stick the new tagging to ensure the number is according to the list that have been done.



Figure 88: Peel off the old tag

### Step 6: Designed brochure of Buku Nadir

Next, I was tasked to create brochure of Buku Nadir to teach people about its purpose and value. This brochure is designed to help students, professors, and library visitors undertake research in relevant topics.



**KOLEKSI BUKU - BUKU NADIR PALING LAMA**

**KOLEKSI BUKU - BUKU NADIR PALING LAMA**

**APA ITU BUKU NADIR?**  
 KOLEKSI BUKU NADIR MERUPAKAN BAHAN ATAU BUKU DITERBITKAN LEBIH 50 TAHUN KEATAS. BERUNSUR SEJARAH, SUKAR DIPEROLEHI, TERBITAN HARIS CETAK ATAU TIADA DALAM PASARAN LAGI.

**KOLEKSI SELANGOR**

**THE HISTORY OF THE DECLINE AND FALL OF THE ROMAN EMPIRE**  
TAHUN 1776

**THE RAJAHES AND CUSTOMS OF THE STRAITS SETTLEMENTS**  
TAHUN 1876

**BEETLE-HUT ISLAND**  
TAHUN 1888

**RESTORATION PLAYS**  
TAHUN 1912

**CHAUCEER COMPLETE WORKS**  
TAHUN 1912

**SIKAVAT HANC TUAH**  
TAHUN 1908

**KUNJUNGLAR PUSTAKA RAJA TUN UDA SHAH ALAM**

**SILA HUBUNGI BAHAGIAN RUJUKAN DAN PENYELIDIKAN PUSTAKA RAJA TUN UDA**

TEL : 03 - 89192647 | EXT - 1417  
 FAKS : 03 - 89192648

**KOLEKSI BUKU NADIR**

**WAKTU OPERASI PUSTAKA RAJA TUN UDA SHAH ALAM**  
 ISNIN HINGGA AHAD  
 9:00 - 6:00 PETANG

**@SelangorLibrary**

**LIBRARY MY SECOND HOME**  
 MEMBER OF SELANGOR PUBLIC LIBRARY COOPERATION

**PPAS**



Figure 89: Design brochure

### Step 7: Compiled and binding the list of Buku Nadir

Finally, I produced and bound a list of Buku Nadir for them so that they could quickly find the title of the book according to the year and number on the spine of books.

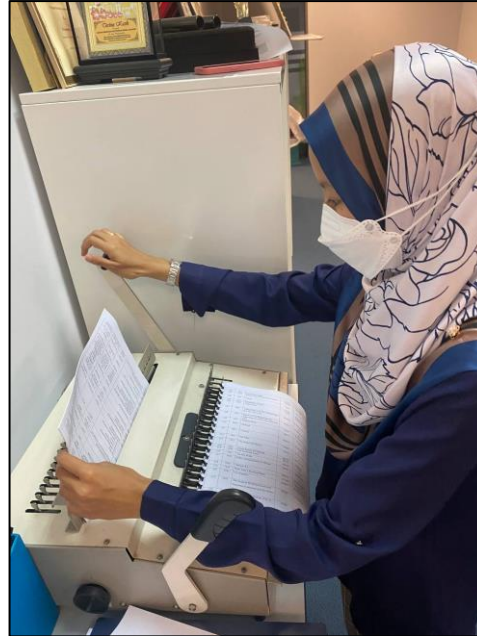


Figure 90: Compiled list of Buku Nadir

### Step 8: Visitors come to search Buku Nadir

Encik Ahmad came to Selangor Info Hub seeking for resources he had been looking for a long time and discovered them here and Dr. Peter Blomeyer, the German Ambassador to Malaysia paid a special visit to PPAS and viewed for Buku Nadir.

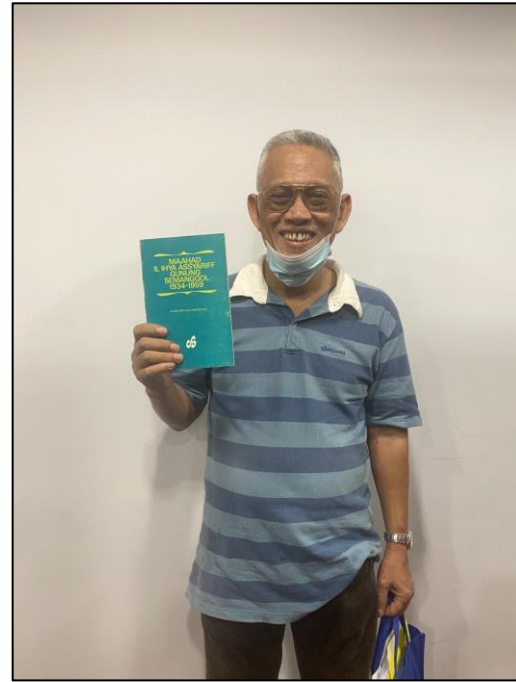
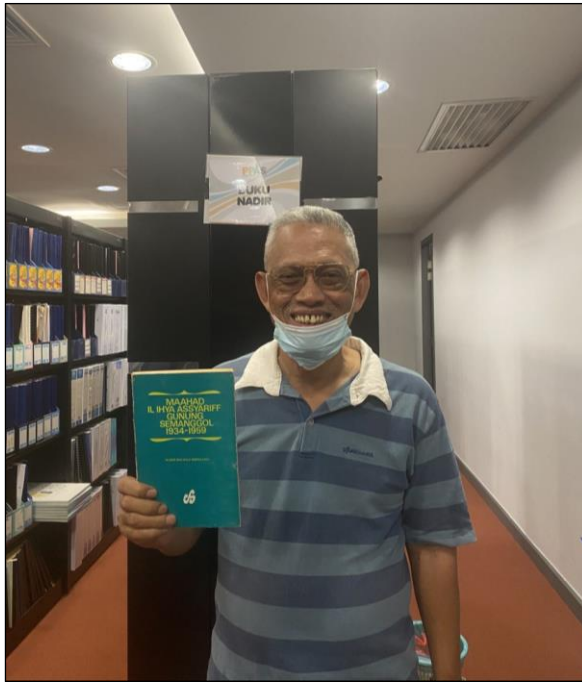


Figure 91: Buku Nadir reviewed by visitors



# **CHAPTER 4: INDUSTRIAL TRAINING REFLECTION**

## **4.0 INDUSTRIAL TRAINING REFLECTION**

This chapter will include comments, reflections, and proposals for organisational improvement. Furthermore, this chapter serves as a reflection for practising interns as a work environment during their organisational training. This chapter also describes every challenge and experience that industrial trainee endure. Following that, industry trainees offer valuable comments about the industry in order to enhance it.

There are four subtopics that will be discussed in this chapter namely as Application of Knowledge, Skills and Experience in undertaking the task, Personal Thoughts and Opinion, Lesson Learned, and Limitation and Recommendation.

### **4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)**

The purpose of practical training was to give integrated training activities on a specific topic of interest. I was exposed to a wide range of information, abilities, and competence in carrying out activities and responsibilities in the company throughout my industrial training at Perbadanan Perpustakaan Awam Selangor (PPAS). Therefore, there are several benefits gained by trainees when undergoing industrial training as follows:

#### **4.1.1 Task management skills**

One form of soft talent is task management, which is the ability to work efficiently and make the most use of one's time. This interpersonal skill is useful in a wide range of vocations and professional circumstances. Industry trainees apply these skills throughout industrial training. Industry trainees apply these task management abilities when performing specific projects like the Buku Nadir process from start to finish. Furthermore, industry trainees use these work management abilities to any other assignment assigned by PPAS Library employees. As a result, these abilities are critical for industry trainees to prepare themselves for the actual industry environment later on.

#### **4.1.2 Cataloguing skills**

The Virtua System is used by the library for cataloguing. Encik Zharif has taught us how to classify books and resources by call number. I was tasked with cataloguing a book in the Virtua System. Therefore, during my industrial training, I'm developing my skill set from theory to practise.

### **4.1.3 Disposition skills**

I was introduced to the disposal procedure during my industrial training. To delete the barcode from the Virtua System, my pals and I must scan it with Barcode to sheet. There are several books that must be discarded or donated. To erase the barcode, we must first subtract it with marker pen. Because this procedure is faster and easier than peeling barcodes one by one. After we have completed the first two steps, we must enter all of the barcodes into Microsoft Excel. The details that must be included include the title of the book, the price, the call number, and the acquisition number, in accordance with the National Archives of Malaysia system. As a result of this activity, we have learned how to manage time, keep the disposition process flowing, and complete work promptly before the deadline.

## **4.2 Personal thoughts and opinion**

Industry trainees will express their ideas and comments based on their observations during the industrial training in this subtopic.

### **4.2.1 Passionate with what you do**

Industry trainees discovered that when individuals like what they do, they create significant results. Prior to the introduction of industrial training, industrial trainees were unaware of their interests, such as design brochure Buku Nadir, planned school holiday programme, and so on. Industry trainees are always pleased when such a specified task is provided to them and would endeavour to accomplish it in a short period of time based on the necessities of the specific task. As a result, industry trainees must also remember the following remark from ("LinkedIn," 2022): "Being passionate involves devotion, hard effort, attention, and the courage to fail over and over again." However, if you are prepared to put in the effort, and then being a passionate person who understands what they're doing wants may provide you with excitement, joy, and a sense of meaningful purpose life". If someone wants to be passionate, they must know what they want and be prepared to work hard to get it, even if it means making sacrifices in their profession.

### **4.2.2 Never hesitate to try something new**

Following industrial training, industrial trainees believe that we should constantly be willing to attempt new things. The industrial trainee believed that experience was useful and that individuals might put it to use in their daily life. While in PPAS, the staff, Puan Neti Dahlia Bt Osman recognised that scanning materials using an obsolete scanner was a source of anxiety for the industrial trainee. This sensation occurs because the industrial trainee is unfamiliar with the machine. The industrial trainee is unaware of the role itself. However, after scanning one material, the industry trainee felt confident in scanning until they were able to scan two or three book with a thick spine in a day. As a result, industry trainees feel that in order to attempt anything new, one must be confident and not hesitate since "Not Knowing is Hence, Not Loving."

### **4.3 Lesson Learnt**

During the previous five months, the PPAS has supplied me with a variety of fresh information and experiences. As a result of the tasks and obligations assigned, many lessons were learnt.

#### **4.3.1 Importance of teamwork spirit**

The most significant thing I have learned during five months of industrial training at this library is the value of excellent teamwork. The majority of the tasks I was assigned were assigned by employees, and we completed them in collaboration with our friends. Aside from that, I've seen that everyone is working and helping each other to do tasks efficiently. For example, during the preparation of the "School Holiday Program", "Book Fair Shah Alam" and etc., staffs and industry trainees gave their utmost to ensure the event's success.

#### **4.3.2 Be productive**

As a practical student, I don't have any specific tasks to do. As a result, anytime I have free time, I hunt for activities. "It's better to do something than sit around doing nothing," the Head Department of Services once told me. As a result, I'll make an effort to fill my spare time with beneficial activities like assisting duty counter services especially at Creative Zone.

#### **4.3.3 Generosity**

Being generous to others is a clean attitude that everyone should have, and it will be seen by others. I realised that if we do well for others, we will receive something valuable in return. In my perspective, every member of the staff is quite generous to me and others. For example, we regularly shared our meals and ate at the same tables every day for breakfast and lunch. That is most likely how they keep their relationship positive. Furthermore, if we host a little gathering such as farewell for our friends who has completed his / her industrial training, they bring 'pot-luck' food. Their generosity astounded me, and I believe it is something we should all aim for in our daily lives.

In conclusion, industrial trainees have learnt a variety of things over their industrial training time. This lesson learnt will assist future industry trainees tackle the obstacles of the workplace, particularly in librarianship.

## **4.4 Limitation and Recommendation**

Industry trainees have described and discussed the previous subtopic. As a result, in the final subtopic for Chapter 4, industry trainee will highlight constraints and recommendations on existing restrictions.

### **4.4.1 Limited time to complete special project**

One of the constraints that industrial trainees face is a lack of time to complete special project. This is because the other employees assigned me to update newspaper clippings while I was working on this project. Despite the fact that what she should be doing at home during MCO is ludicrous. She doesn't do this at home since she claims she doesn't know how to use a laptop. A computer is more comfortable for her than a laptop. The newspaper clippings are not few, but many and complex. because there are numerous criteria that must be assembled. She instructed me to first prepare newspaper cuttings before proceed with my particular project. She delayed my project, and I fought to finish it two weeks before the internship ended.

The recommendation is staff must be able to utilise either a laptop or a computer. This is due to the fact that the current era is becoming more advanced. As a result, librarians must stay current in order to avoid falling behind. Librarians must also be familiar with the characteristics of laptops and computers in order to help their users in using these devices. They must also do something outrageous by the deadline. so that work is not delayed and there is no backlog.

#### **4.4.2 Lack of shelving skill**

Second, some of the employees lack shelf knowledge. They are too indolent to categorise books by call number at levels 1, 2, and 3. It has resulted in the book being available in the system but not on the shelf. As a result, the staff assigned intern students to go through the books one by one and remove any volumes that did not match the call number from the shelf. The staff does not organise the books in the creative zone according to the sticker on the spine of the book, the height of the book, or the series of the book. As a result, the book layout is disorderly and haphazard.

It is suggested that they attend a meeting with the entire department to discuss about shelving skills. This is done to make it easier for visitors to locate the items they require and the staff will be more concerned with book arrangement. This method prevents employees from organising books without first inspecting the spine sticker or call number and are aware of the book's location.

#### **4.4.3 Most of the computer is damage**

The next limitation is that computers in PPAS did not always work properly. Only two of the five computers in the cyber zone are operational. As a result, youngsters compete to play computer games. Another year, the computer lost its internet connection, leading the youngster to quit playing halfway through. In fact, because to this issue, librarians are often required to reimburse their customers' money.

It is recommended that the technician examine the computer at least twice a month to ensure that there is no internet connection disruption when playing computer games. This allows them to avoid fighting over computer games and occupy their leisure time instead of running around the library and causing noise.

## CONCLUSION

After five months of Industrial Training at Perbadanan Perpustakaan Awam Selangor (PPAS), I can confidently state that industrial training is critical and useful to students in their final year of Bachelor of Information Science (Hons.) in Library Management (IM 244).

I am pleased to be a trainee at Perbadanan Perpustakaan Awam Selangor (PPAS) because I have learned new talents and gained information that others do not have. I learned that a public library serves a certain function for its visitors, and their duties differ markedly from those of special or academic libraries. The specialisation of the library helps me to get more experience and talents. Furthermore, I can gain first-hand knowledge of the working world in the field of librarianship.

Additionally, this industry training experience enables industry trainees to be more bold, knowledgeable, and open-minded. Previously, industry trainees mainly concentrated on typical library concerns. However, after taking this industry training, industry trainees have a better understanding of the complexities and scope of librarianship. This event has also impacted the view of industry trainees and opened their minds to new possibilities.

Finally, the industry trainees would like to express their heartfelt gratitude to those who regularly give encouragement and moral support during the industrial training at the PPAS, from before to after placement. The trainees would like to thank the PPAS for providing them with five months of industrial training at the PPAS.



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# APPENDICES

**SURAT AKUAN PENERIMAAN**

(Untuk ditengkapikan dan dikembalikan oleh organisasi sebelum 24 Januari 2022)

Rujukan Tuan :  
Rujukan Kami : UITM FPM 600-5(435)  
Tarikh :

Ketua Pusat Pengajian  
Fakulti Pengurusan Maklumat  
Universiti Teknologi MARA  
Cawangan Negeri Sembilan  
Kampus Rembau  
71300 Rembau  
Negeri Sembilan  
(u.p : Encik Mohd Zailan Bin Endin)  
Pensyarah Kanan / Penyelaras Latihan Industri  
Tel. : 012-6225159 | Emel : zailan\_endin@uitm.edu.my | Faks : 06 - 698 2391

Tuan,

**PERMOHONAN MENJALANI LATIHAN INDUSTRI – IJAZAH SARJANA MUDA SAINS MAKLUMAT (KEPUJIAN) PENGURUSAN PERPUSTAKAAN, UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN, KAMPUS REMBAU**

Dengan segala hormatnya perkara di atas adalah dirujuk.

Adalah dimaklumkan bahawa pihak kami **Menerima / Menolak** permohonan pelajar untuk menjalani latihan industri di organisasi kami bermula pada 1hb Mac sehinggalah 31 Julai 2022.

NAMA	ID PELAJAR	NO TEL. PELAJAR	UNIT/BAHAGIAN/SEKSYEN
1. Nursyazwani Binti Mohamad Roslan	2020963245	013-3494206	Jadual akan diberikan
2. Mohamad Arif Bin Mohd Khodzori	2020964565	017-2261332	Jadual akan diberikan
3. Nur Shazarini Binti Supian	2019582141	016-3965831	Jadual akan diberikan

Lapor diri kepada : Nazaleeza bt Hassan (Nama pegawai)  
Tarikh lapor diri : 1 Mac 2022  
Masa lapor diri : 8.00 pagi

Terima kasih.

Yang benar  
Wage  
Nama Pegawai: Nazaleeza bt Hassan  
Jawatan: Penolong Pustakawan

Cop Organisasi



\*(otong mana yang tidak berkaitan)





# **LOG BOOK**

# PRACTICAL TRAINING LOG BOOK



UNIVERSITI  
TEKNOLOGI  
MARA

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# 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 UTM 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:** NURSYAZWANI BINTI MOHAMAD ROSLAN
2. **DATE & PLACE OF BIRTH:** 26 APRIL 1998 | HOSPITAL KUALA LUMPUR
3. **UITM NO:** 2020963245
4. **COURSE:** IM244 | BACHELOR OF INFORMATION SCIENCE (HONS)  
LIBRARY MANAGEMENT
5. **YEAR:** 3 **PART:** 7
6. **HOME ADDRESS:** NO 70 JALAN HAJI ABD RAHMAN OFF JALAN HIKMAH  
1/KU8, TAMAN MERU JAYA, 41050, KLANG, SELANGOR
7. **ADDRESS DURING PRACTICAL TRAINING:** JALAN KELAB GOLF 13/6,  
SEKSYEN 13, 40100 SHAH ALAM, SELANGOR
8. **PLACE OF TRAINING:** PUSTAKA RAJA TUN UDA
9. **NAME OF SUPERVISOR IN-CHARGE:** PUAN NAZALEEZA BINTI HASSAN
10. **DURATION OF TRAINING:** 5 MONTHS  
**FROM:** MARCH **TO:** JULY

**FOR OFFICE USE ONLY:**

11. **REMARKS:** [DEAN/ COURSE TUTOR]

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Date	Exact Nature of Work Done	Supervisors Remarks
<p>1/3/2022 (Tuesday) -WEEK 1-</p>	<ul style="list-style-type: none"> <li>Report to Human Resource Department (Puan Nora)</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Short briefing on attendance and dress code by Puan Norafidah Bt Muhd Wirsat</li> </ul>	
	<ul style="list-style-type: none"> <li>Ice breaking session with the library staffs</li> </ul>	
	<ul style="list-style-type: none"> <li>Tour every level of library               <ul style="list-style-type: none"> <li>- Ground floor: Creative Zone (for children)</li> <li>- Level 1: Cataloguing Department, Purchasing and Procurement Department</li> <li>- Level 2: Corporate staff area, and other staffs</li> <li>- Level 3: Head Division room, Human Resource Department room</li> <li>- Sound Studio Room</li> <li>- Green Screen Room</li> <li>- Mini 3D Theater Room</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Briefing session by Encik Zafrullah, Head Division of Corporate on rebranding journey of library</li> </ul>	
	<ul style="list-style-type: none"> <li>Briefing by Puan Sabariah Sayuti on customer service functions</li> </ul>	
	<ul style="list-style-type: none"> <li>Library tour by Puan Sufiyah:               <ul style="list-style-type: none"> <li>- Makerspace Room</li> <li>- 6D Theatre Room</li> <li>- Life Sketch Room</li> </ul> </li> </ul>	


  
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	<ul style="list-style-type: none"> <li>Helps staff key in user's information for borrowing books</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	
<b>2/3/2022</b> <b>(Wednesday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Learning Virtua system: <ul style="list-style-type: none"> <li>- borrowing and returning books</li> <li>- register new user</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Key in visitors' statistics</li> </ul>	
	<ul style="list-style-type: none"> <li>Handling coloring contest (School Holiday Activity)</li> </ul>	
	<ul style="list-style-type: none"> <li>Senamria (School Holiday Activity)</li> </ul>	
	<ul style="list-style-type: none"> <li>Edutainment tour (School Holiday Activity)</li> </ul>	
	<ul style="list-style-type: none"> <li>Learn ME BOOKS Apps (E-book)</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	
<b>3/3/2022-</b> <b>4/3/2022</b> <b>(Thursday &amp; Friday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Helping Puan Fara Fariha Bt Baharuddin (Assistant Librarian) search books for audit</li> </ul>	
	<ul style="list-style-type: none"> <li>Key in data for the book that have been received from supplier</li> </ul>	
	<ul style="list-style-type: none"> <li>Senamria (School Holiday Activity)</li> </ul>	
	<ul style="list-style-type: none"> <li>Edutainment Tour (School Holiday Activity)</li> </ul>	
	<ul style="list-style-type: none"> <li>Do It Yourself (DIY) butterfly using color paper</li> </ul>	
	<ul style="list-style-type: none"> <li>Story telling (School Holiday Activity)</li> </ul>	
	<ul style="list-style-type: none"> <li>Counter Service (return and borrow user's book)</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	


  
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7/3/2022- 8/3/2022 (Monday & Tuesday) -WEEK 2-	• Shelving	
	• Quran Time & Morning session	
	• Arrange Buku Nadir according to the year	
	• Insert the input of the Buku Nadir according to the year, call number, author and turnover number	
	• Update log book	
9/3/2022- 11/3/2022 (Wednesday- Friday)	• Shelving (Zone Creative & Level 3)	
	• Quran Time & Morning session	
	• Project Buku Nadir (sort and list by year 1800 to 2012)	
	• Update log book	
14/3/2022- 18/3/2022 (Monday- Friday) -WEEK 3-	• Shelving	
	• Quran Time & Morning session	
	• Project Buku Nadir (update the title of book that have not been in the list)	
	• Arrange Buku Nadir according to the list and year	
	• Key in data from the materials that have been not been catalogued in Microsoft Words	
	• Update log book	
	 <b>NAZALEEZA HASSAN</b> Penolong Pustakawan	

<b>21/3/2022- 23/3/2022 (Monday- Wednesday) -WEEK 4-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	 <b>NAZALEEZA HASSAN</b> Penolong Pustakawan
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Continue with project Buku Nadir</li> </ul>	
	<ul style="list-style-type: none"> <li>• Briefing with Puan Neti Dahlia Bt Osman to proceed by numbering Buku Nadir</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>24/3/2022 (Thursday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Setting up Zone Creative's stage for event 'Review Book' title Abah</li> </ul>	
	<ul style="list-style-type: none"> <li>• Service Counter (return and borrow books)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Packing up goodies for Saturday and Sunday event for participants (School Holiday Activity)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Change the location of books from Banting / Kuala Langat to RATU Pin Virtua System</li> </ul>	
<b>25/3/2022 (Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Service Counter (return and borrow books)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Joining the launching of Bazar Buku Shah Alam by YB Najwan Halimi (Ahli Dewan Negeri Kota Anggerik)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Received RM30 book purchase voucher</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	

<b>28/3/2022-</b> <b>(Monday)</b> <b>-WEEK 5-</b>	• Shelving	
	• Quran Time & Morning session	
	• Report to Development and Maintenance Department	
	• Briefing by En. Fahrurrazi Bin Md Shukri about the rebranding of library	
	• Service Counter (return and borrow books)	
	• Key in list name (students from SK Puchong in Virtua System)	
	• Update log book	
<b>29/3/2022</b> <b>(Tuesday)</b>	• Shelving	
	• Quran Time & Morning session	
	• Newspaper cutting (cut and stick in A4 paper) according to the subject	
	• Service Counter (return and borrow books)	
<b>30/3/2022</b> <b>(Wednesday)</b>	• Update log book	
	• Shelving	
	• Quran Time & Morning session	
	• Site visit to PPAS Bukit Bangkong and PPAS Kampung Lindungan	
<b>31/3/2022</b> <b>(Thursday)</b>	• Update log book	
	• Shelving	
	• Quran Time & Morning session	
	• Site visit to PPAS Syed Mashor Kuala Kubu Baru (Majlis Penyerahan Projek Cadangan Menaiktaraf Perpustakaan Awam Daerah Hulu Selangor)	
	• Update log book	

  
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<b>1/4/2022</b> <b>(Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ceremony of Yassin reading to celebrate Ramadhan</li> </ul>	
	<ul style="list-style-type: none"> <li>• Key in list name (students from SK Puchong in Virtua System)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Service Counter (return and borrow books)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>4/4/2022-</b> <b>5/4/2022</b> <b>(Monday-</b> <b>Tuesday)</b> <b>-WEEK 6-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Sorting newspaper cutting according to the subject</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>6/4/2022-</b> <b>7/4/2022</b> <b>(Wednesday-</b> <b>Thursday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Sorting newspaper cutting according to the year and months</li> </ul>	
	<ul style="list-style-type: none"> <li>• Scanning invitation letter assigned by Puan Neti Dahlia Binti Osman</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>8/4/2022</b> <b>(Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	 <b>NAZALEEZA HASSAN</b> Penolong Pustakawan
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Insert newspaper cutting into the file according to the months, year and subject</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	

<b>11/4/2022- 12/4/2022 (Monday- Tuesday) -WEEK 7-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	 <b>NAZALEEZA HASSAN</b> <small>stafawan</small>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>		
	<ul style="list-style-type: none"> <li>• Key in data newspaper cutting into Microsoft Words according to the date, title and source</li> </ul>		
	<ul style="list-style-type: none"> <li>• Attending Tazkirah Ramadhan: Produktif di Ramadhan by Ustaz Mohd Fadzil Bin Haji Ismail on 12 April 2022</li> </ul>		
<ul style="list-style-type: none"> <li>• Update log book</li> </ul>			
<b>13/4/2022 (Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>		
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>		
	<ul style="list-style-type: none"> <li>• Key in data newspaper cutting into Microsoft Words according to the date, title and source</li> </ul>		
	<ul style="list-style-type: none"> <li>• Joining Webinar Pemikiran Sasterawan Negara Dato' Usman Awang by Prof. Dr. Shaharir Mohamad Zain, Dr. Mas Rynna Wati Ahmad and Drs. Hermawan in Zoom Meeting</li> </ul>		
<ul style="list-style-type: none"> <li>• Update log book</li> </ul>			
<b>14/4/2022- 15/4/2022 (Thursday- Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>		
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>		
	<ul style="list-style-type: none"> <li>• Key in data newspaper cutting into Microsoft Words according to the date, title and source</li> </ul>		
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>		


<b>18/4/2022</b> <b>(Monday)</b> <b>-WEEK 8-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Compiled newspaper cutting that have been done in Microsoft Words</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>19/4/2022</b> <b>(Tuesday)</b>	<ul style="list-style-type: none"> <li>• Public Holiday (Nuzul Quran)</li> </ul>
<b>20/4/2022</b> <b>(Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Continue key in data newspaper cutting into Microsoft Words according to the date, title and source</li> </ul>
	<ul style="list-style-type: none"> <li>• Wrapping goodies with Puan Sabariah Binti Sayuti</li> </ul>
	<ul style="list-style-type: none"> <li>• Doing list name for participants costume contest</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>21/4/2022-</b> <b>22/4/2022</b> <b>(Thursday-Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Setting up Car Boot Sale booth</li> </ul>
	<ul style="list-style-type: none"> <li>• Participate in Car Boot Sale as seller</li> </ul>
	<ul style="list-style-type: none"> <li>• Iftar and Quran Time on 22 April 2022, 5 pm-8 pm</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>


  
**NAZALEEZA HASSAN**  
 Penolong Pustakawan


<b>25/4/2022</b> <b>(Monday)</b> <b>-WEEK 9-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Setting up Car Boot Sale booth</li> </ul>
	<ul style="list-style-type: none"> <li>• Looking for the booth</li> </ul>
	<ul style="list-style-type: none"> <li>• Joining rhombus weaving class</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>26/4/2022</b> <b>(Tuesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Calculate the book stock and arrange in the trolley</li> </ul>
	<ul style="list-style-type: none"> <li>• Doing book disposal process</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>27/4/2022</b> <b>(Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Continue with book disposal process</li> </ul>
	<ul style="list-style-type: none"> <li>• Key in Jom Membaca in the system to generate the statistic</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>28/4/2022</b> <b>(Thursday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Key in data book purchase from suppliers (ISBN, price, title of book and supplier)</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>29/4/2022</b> <b>(Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Scanning barcode using QR code reader for disposal of book</li> </ul>
	<ul style="list-style-type: none"> <li>• Book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with</li> </ul>


  
**NAZALEEZA HASSAN**  
 Pencolong Pustakawan



	PPAS logo) <ul style="list-style-type: none"> <li>Update log book</li> </ul>	
<b>2/5/2022- 4/5/2022</b> <b>(Monday- Wednesday)</b> <b>-WEEK 10-</b>	<ul style="list-style-type: none"> <li>Public Holiday (Labour Day)</li> <li>Public Holiday (Hari Raya Puasa Day 1-3)</li> </ul>	
<b>5/5/2022- 6/5/2022</b> <b>(Thursday- Friday)</b>	<ul style="list-style-type: none"> <li>Apply for Hari Raya leave</li> </ul>	
<b>9/5/2022</b> <b>(Monday)</b> <b>-WEEK 11-</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with PPAS logo)</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	
<b>10/5/2022</b> <b>(Tuesday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with PPAS logo)</li> </ul>	
	<ul style="list-style-type: none"> <li>Key in data book purchase from suppliers (ISBN, price, title of book and supplier)</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	
<b>11/5/2022- 13/5/2022</b> <b>(Wednesday- Friday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with PPAS logo)</li> </ul>	 <b>NAZALEEZA HASSAN</b> Penolong Pustakawan

	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>16/5/2022</b> <b>(Monday)</b> <b>-WEEK 12-</b> <b>17/5/2022</b> <b>(Tuesday)</b>	<ul style="list-style-type: none"> <li>• Public Holiday (Wesak Day)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Site visit to PPAS Kuala Langat cause of water leakage due to clogged ducts)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Separate books that are still in a good condition from those that already wet</li> </ul>	
	<ul style="list-style-type: none"> <li>• Arrange on the table according to the call number (200, 600, 700, 900)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Shelving for new books (call number 200 and 600)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>18/5/2022</b> <b>(Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with PPAS logo)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>19/5/2022</b> <b>(Thursday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Moved to Cataloguing Department</li> </ul>	
	<ul style="list-style-type: none"> <li>• Briefing by Puan Jamilah regarding the department itself and the job scope</li> </ul>	
	<ul style="list-style-type: none"> <li>• Continue book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with PPAS logo)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
		 <b>NAZALEEZA HASSAN</b> Penolong Pustakawan

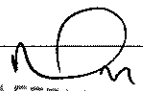
<b>20/5/2022</b> <b>(Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	 <b>NAZALEEZA HASSAN</b> Dustakawan
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Joined Jamuan Hari Raya (Level 3)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Helped Puan Fara Fariha at Counter Service (return and borrow books)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	

<b>23/5/2022</b> <b>(Monday)</b> <b>-WEEK 13-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	 <b>NAZALEEZA HASSAN</b> Penolong Pustakawan
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with PPAS logo)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>24/5/2022</b> <b>(Tuesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Site visit to PPAS Kuala Langat</li> </ul>	
	<ul style="list-style-type: none"> <li>• Helped staffs arrange books to the shelves</li> </ul>	
	<ul style="list-style-type: none"> <li>• Transfer reference books from ground floor to Level 1</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>25/5/2022</b> <b>(Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Helped Puan Fara Fariha at Counter Service (return and borrow books)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>26/5/2022-</b> <b>27/5/2022</b> <b>(Thursday-Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with PPAS logo)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>30/5/2022</b> <b>(Monday)</b> <b>-WEEK 14-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Continue book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with PPAS logo)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Joined Jamuan Hari Raya (Level 2)</li> <li>• Update log book</li> </ul>	
<b>31/5/2022</b> <b>(Tuesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Helped staffs doing decoration for Jamuan Hari Raya</li> </ul>	
	<ul style="list-style-type: none"> <li>• Joined Jamuan Hari Raya (Level 1)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Continue with book process (stamp with PPAS logo)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>1/6/2022</b> <b>(Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Continue book process (paste barcode, book sticker on the spine of book, transparent sticker, stamp with PPAS logo)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>2/6/2022</b> <b>(Thursday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Learn how to catalogue book with Encik Zharif using Virtua System</li> </ul>	
	<ul style="list-style-type: none"> <li>• Helped Puan Noraina to select furniture for International Book Fair Kuala Lumpur (PBAKL)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>3/6/2022</b> <b>(Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Toy box process 86 set (paste barcode, book sticker and transparent sticker on toy box)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	



**NAZALEEZA HASSAN**  
Pencinta Pustakawan

<b>6/6/2022</b> <b>(Monday)</b> <b>-WEEK 15-</b>	<ul style="list-style-type: none"> <li>Public Holiday (Yang Dipertuan Agong's Birthday)</li> </ul>	
<b>7/6/2022-</b> <b>10/6/2022</b> <b>(Tuesday-Friday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> <li>Quran Time &amp; Morning session</li> <li>Handling school holiday programme (clown with Abang Zaim, Spelling Bee, Pop Quiz and etc.</li> <li>Volunteered in International Book Fair Kuala Lumpur (PBAKL) on 9 June 2022</li> <li>Count the number of visitors and promote them to register as library member</li> <li>Update log book</li> </ul>	
<b>13/6/2022-</b> <b>14/6/2022</b> <b>(Monday-Tuesday)</b> <b>-WEEK 16-</b>	<ul style="list-style-type: none"> <li>Shelving</li> <li>Quran Time &amp; Morning session</li> <li>Report to Information Technology (IT) Department</li> <li>Briefing by Puan Haiziah Binti Abu on IT task and job scope</li> <li>Go to Makerspace</li> <li>Briefing by Puan Norhasdiana Binti Anwar on Multimaker Machine, 3D Modelling Autocard (the apps)</li> <li>Designed keychain using the machine and apps</li> <li>Update log book</li> </ul>	
<b>15/6/2022</b> <b>(Wednesday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> <li>Quran Time &amp; Morning session</li> <li>Dispose old books into the van</li> <li>Cleaning the store by arrange the donation book in the boxes</li> </ul>	 <b>NAZALEEZA HASSAN</b> Pustakawan


	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>16/6/2022</b> <b>(Thursday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Going to Makerspace and designed our products such as keychain, pokerball and etc. to enhance our skill by using it</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>17/6/2022</b> <b>(Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Arrange books on shelves according to the height (Zone Creative)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Segregate the damaged books</li> </ul>	
	<ul style="list-style-type: none"> <li>• Dispose the books by insert title, year of publication, call number and acquisition number</li> </ul>	
	<ul style="list-style-type: none"> <li>• Make a question for explorace event on 25 June 2022</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	


  
**HAZALEEZA HASSAN**  
 Bendahari Pustakawan


<b>20/6/2022</b> <b>(Monday)</b> <b>-WEEK 17-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Counter Service (return and borrow user's book)</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>21/6/2022-</b> <b>22/6/2022</b> <b>(Tuesday-</b> <b>Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Rearrange books according to call number (Level 3)</li> </ul>
	<ul style="list-style-type: none"> <li>• Sorting books which have too many copies and remove from the shelves</li> </ul>
	<ul style="list-style-type: none"> <li>• Dispose old books which the year 2012 and below</li> </ul>
	<ul style="list-style-type: none"> <li>• Sorting books to donate or dispose</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>23/6/2022-</b> <b>24/6/2022</b> <b>(Thursday-</b> <b>Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Scanning barcode of the book to key in the data</li> </ul>
	<ul style="list-style-type: none"> <li>• Key in data (title, year of publication, call number and acquisition number) in Microsoft Excel</li> </ul>
	<ul style="list-style-type: none"> <li>• Counter Service (return and borrow user's book)</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>

  
**NAZALEEZA HASSAN**  
 Penolong Pustakawan



<b>27/6/2022</b> <b>(Monday)</b> <b>-WEEK 18-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	 <b>NAZALEEZA HASSAN</b> Penolong Pustakawan
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Recheck the location of books in the shelves</li> </ul>	
	<ul style="list-style-type: none"> <li>• Removed the book which is not located in the shelves</li> </ul>	
	<ul style="list-style-type: none"> <li>• Arranged the books to the right shelves and according to the call number</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>28/6/2022-</b> <b>29/6/2022</b> <b>(Tuesday-</b> <b>Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Key in data (title, year of publication, call number and acquisition number) in Microsoft Excel</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>30/6/2022-</b> <b>1/7/2022</b> <b>(Thursday-</b> <b>Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Key in data (title, year of publication, call number and acquisition number) in Microsoft Excel</li> </ul>	
	<ul style="list-style-type: none"> <li>• Counter Service (return and borrow user's book)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Joining talk Kenali Personaliti Anda by Puan Azuin Khalilah Binti Haron on 30 June 2022</li> </ul>	
	<ul style="list-style-type: none"> <li>• Briefing by Encik Saief El Taofiq Bin Samiun about U-Pustaka services on 1 July 2022</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	

<b>4/7/2022</b> <b>(Monday)</b> <b>-WEEK 19-</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	 <b>HAZALEEZA HASSAN</b> Penolong Pustakawan
	<ul style="list-style-type: none"> <li>Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Report to Selangor Info Hub and Reference Department, Puan Sharifah Norashikin Binti Syed Mohd Pisal</li> </ul>	
	<ul style="list-style-type: none"> <li>Puan Sharifah assigned to search 10-12 quizzes per person in bound magazine (Kuntum, Dewan Pelajar etc.) for Iltizam Programme on 24 July 2022</li> </ul>	
<ul style="list-style-type: none"> <li>Update log book</li> </ul>		
<b>5/7/2022-</b> <b>6/7/2022</b> <b>(Tuesday-</b> <b>Wednesday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Assigned to snap picture of Buku Nadir</li> </ul>	
	<ul style="list-style-type: none"> <li>Designed brochure of Buku Nadir</li> </ul>	
	<ul style="list-style-type: none"> <li>Attend webinar Hajeedar-Journey in Architecture on 6 July 2022</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	
<b>7/7/2022-</b> <b>8/7/2022</b> <b>(Thursday-</b> <b>Friday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Assigned to transfer book from rack call number 600 to call number 900 (Level 2) according to call number due to patrons did not find the book in the shelve while in the system the book is available</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	


<b>11/7/2022</b> <b>(Monday)</b> <b>-WEEK 20-</b>	<ul style="list-style-type: none"> <li>• Public Holiday (Hari Raya Haji)</li> </ul>	
<b>12/7/2022-</b> <b>13/7/2022</b> <b>(Tuesday-</b> <b>Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Numbering Buku Nadir</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update report</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>14/7/2022</b> <b>(Thursday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Removed old tag from Buku Nadir</li> </ul>	
	<ul style="list-style-type: none"> <li>• Paste a new tag at Buku Nadir</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>15/7/2022</b> <b>(Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Search a book Kisah-Kisah Yang Tak Terlupakan for audit</li> </ul>	
	<ul style="list-style-type: none"> <li>• A visit from Puan Faraliza Binti Shamsudin (supervisor university)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Doing task from Puan Hafizah to do table in Microsoft Words</li> </ul>	 <b>NAZALEEZA HASSAN</b> Pencolong Pustakawan
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	

<b>18/7/2022</b> <b>(Monday)</b> <b>-WEEK 21-</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Editing brochure Buku Nadir</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>19/7/2022</b> <b>(Tuesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Continue editing brochure Buku Nadir</li> </ul>
	<ul style="list-style-type: none"> <li>• Key in data for disposal book (Zone Creative)</li> </ul>
	<ul style="list-style-type: none"> <li>• Counter Service (return and borrow user's book)</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>20/7/2022</b> <b>(Wednesday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Counter Service (return and borrow user's book)</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>
<b>21/7/2022</b> <b>(Thursday)</b>	<ul style="list-style-type: none"> <li>• Apply leave for sitting English Exit Test (EET699) Speaking</li> </ul>
<b>22/7/2022</b> <b>(Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>
	<ul style="list-style-type: none"> <li>• Counter Service (return and borrow user's book)</li> </ul>
	<ul style="list-style-type: none"> <li>• Counter Service (Level 4)</li> </ul>
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>

  
**NAZALEEZA HASSAN**  
 Penolong Pustakawan

<b>25/7/2022</b> <b>(Monday)</b> <b>-WEEK 22-</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Checking numbering Buku Nadir is tally with list</li> </ul>	
	<ul style="list-style-type: none"> <li>Print out one copy of brochure Buku Nadir</li> </ul>	
	<ul style="list-style-type: none"> <li>Puan Neti and Puan Vijiya review and give some comments toward the brochure</li> </ul>	
	<ul style="list-style-type: none"> <li>Touch up the brochure</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	
<b>26/7/2022</b> <b>(Tuesday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Joining aerobics at Parking Level 4</li> </ul>	
	<ul style="list-style-type: none"> <li>Joining talk by Dato' Dr. Abdul Hadi Bin Jaafar on topic "You're not young to have heart attack"</li> </ul>	
	<ul style="list-style-type: none"> <li>Joining talk by Dr. Faridah Mohd Zin on topic "It's not what you achieve, it's what you overcome and how it brings happiness"</li> </ul>	
	<ul style="list-style-type: none"> <li>Joining talk by Puan Nur Ain Binti Safrudin on hearing care</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	
<b>27/7/2022</b> <b>(Wednesday)</b>	<ul style="list-style-type: none"> <li>Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>Counter Service (return and borrow user's book)</li> </ul>	
	<ul style="list-style-type: none"> <li>Print out list of collections Buku Nadir</li> </ul>	
	<ul style="list-style-type: none"> <li>Print out picture of dispose book</li> </ul>	
	<ul style="list-style-type: none"> <li>Completing paperwork for Buku Nadir and having it reviewed by Puan Sabariah Binti Sayuti for corrections</li> </ul>	
	<ul style="list-style-type: none"> <li>Update log book</li> </ul>	

  
**NAZALEEZA HASSAN**  
 Penolong Pustakawan

<b>28/7/2022</b> <b>(Thursday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	 <b>HAZALEEZA HASSAN</b> Penolong Pustakawan
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Counter Service (return and borrow user's book)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Key in disposal books in Microsoft Excel (Zone Creative)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Print out brochure</li> </ul>	
	<ul style="list-style-type: none"> <li>• Submit list of collections Buku Nadir, brochure and paperwork Buku Nadir to Puan Nazaleeza Binti Hassan</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	
<b>29/7/2022</b> <b>(Friday)</b>	<ul style="list-style-type: none"> <li>• Shelving</li> </ul>	
	<ul style="list-style-type: none"> <li>• Quran Time &amp; Morning session</li> </ul>	
	<ul style="list-style-type: none"> <li>• Joining farewell party with service staff</li> </ul>	
	<ul style="list-style-type: none"> <li>• Counter Service (return and borrow user's book)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Key in disposal books in Microsoft Excel (Zone Creative)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Update log book</li> </ul>	