



اَوْنِيُوْرَسِيْتِي تِيْكُوْلُوْكِ مَبَارَا
UNIVERSITI
TEKNOLOGI
MARA

**UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN
KAMPUS REMBAU**

FACULTY OF INFORMATION MANAGEMENT

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

IMC 690

INDUSTRIAL TRAINING

INDUSTRIAL REPORT

PERPUSTAKAAN TUN ABDUL RAZAK KAMPUS PUNCAK ALAM

PREPARED FOR

NOOR FARALIZA SAMSUDIN

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Table of Content

Page

Title Page

Acknowledgement ii

Table of Content iii

Trainee Declaration

1.

1. Chapter 1

3-9

1.1. Introduction

1.2. Organizational structure

2. Chapter 2.0 Organization information

10-26

2.1 Departmental structure

2.2 Function of department

3. Chapter 3.0 Industrial Activities

27-77

3.1 Training Activities

3.2 Special Activities

3.3 Extra activities

4. Chapter 4.0 Industrial training reflection

78-88

4.0.1 Application of knowledge, skills and experience in undertaking the task

4.0.2 Personal thoughts and opinion

4.0.3 Lesson Learnt

4.0.4 Limitation and recommendation

5. Conclusion 90

6. References 92

7. Appendices 94-105

TRAINEE'S DECLARATION

I declares that the work in this industrial training report was completed in compliance with Universiti Teknologi MARA's policies and regulations (UiTM). It is unique and the outcome of the student's own efforts, with the assistance of the organization, lecturer, and other sources. This industrial training report has not been submitted for any other qualification to any other academic or non-academic institution's. Any type of publishing, copying, or similar activity is prohibited and requires the student's permission.

Student's Name : `Arif Zulhakim Bin Zulkiflie
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Title : Industrial Training Report

Signature:.....

Date:

ABSTRACT

The introduction, organization of information, industrial training activities, and conclusion are the four chapters of this industrial training report. The background of the organization is covered in Chapter 1, and the structure and function of the departments are covered in Chapter 2. Chapters 3 and 4 contain training exercises and special projects, respectively, while chapter 4 contains the report's conclusion. Trainees must complete 5 months of practical training in industry between March 1 and July 21,2022, in order to finish their studies. "PTAR UiTM Puncak Alam Campus" is the library that the trainee has chosen. Main Library, PTAR Puncak Alam Campus, PTAR Puncak Perdana Campus, PTAR Complex of Architecture, PTAR Sungai Buloh, Selayang & Teluk Intan Campus, PTAR Dengkil Campus, and PTAR UiTM Hospital are the five branch libraries on UCS (UiTM Cawangan Selangor).

CHAPTER 1

Introduction and organizational background

1.0 Introduction

The industrial subject (IMC690) should be required by final year students from Faculty Information Management. This subject will expose to student the real work environment to make the students ready for the job after graduate. Student needs to undergo for five (5) months industrial training to complete their degree requirement in organization that have been chosen.

1.0.1 Objectives of Industrial Training

The objectives of the industrial training are :

- a. To provide pre-professional work experience with specific assignments and responsibilities.
- b. To encourage or stimulates a personal career interests, serving as a bridge between university and the world of work.
- c. To enlist the strengthen employers involvement in entire educational process of preparing university graduates for employment.

1.1 : BACKGROUND OF THE ORGANIZATION

1.1.0 History of PTAR KAMPUS PUNCAK ALAM

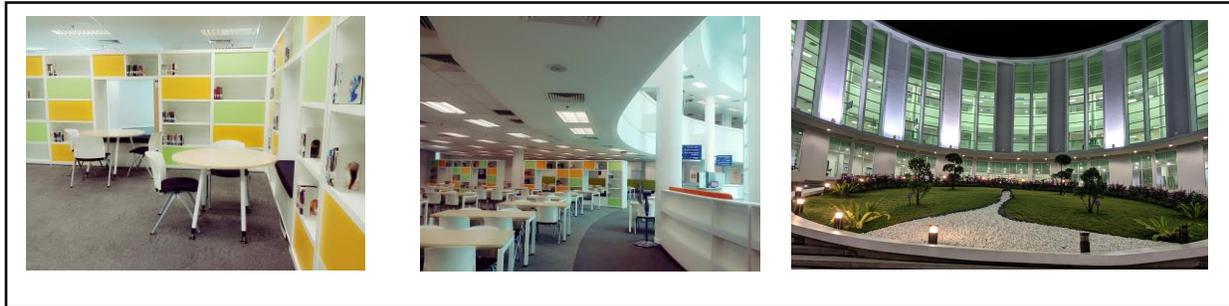


Figure 1 : PTAR KPA scenery

Universiti Teknologi MARA (UiTM) Selangor branch have one of the campuses which is UiTM Puncak Alam Campus. This campus, which located at Puncak Alam, Kuala Selangor, was finished in 2009. On June 1, 2009, it began conducting business formally by hosting the Foundation Center, two faculties, the Faculty of Pharmacy and the Faculty of Health Sciences and an academic building.

The campus offers a contemporary setting that is ideal for fostering teaching, learning, and research activities because it was designed as a “smart campus”. On February 12, 2010 Malaysia’s Prime Minister, Y.A.B. Dato’ Sri Mohd Najib Tun Abdul Razak, completed the UiTM Puncak Alam Campus Phase 1 Opening Ceremony. Prior until May 2010.

Zone 1 Phase 1 of the UiTM Puncak Alam Campus is fully functioning in terms of administration and infrastructure management. While the Faculties are headed by the Deans of the Faculties with assistance from the Deputy Deans, Heads Head of Program and Administrative Officers, the administration of the campus is overseen by an Assistance Vice Chancellor (PNC) and helped by the Deputy Director of the Campus (HEP & Alumni).

1.1.1 Vision & Mission

Vision

To make UiTM a leading university in the fields of science, technology, humanities and entrepreneurship.

Mission

Championing agile professional bumiputra development through advanced curriculum and impactful research.

Motto

Every individual able to achieve excellence through the transfer of knowledge as well as the application of noble values in order to become professional graduates who are able to develop knowledge and develop themselves, community and country.

1.1.2 Location of UiTM KAMPUS PUNCAK ALAM

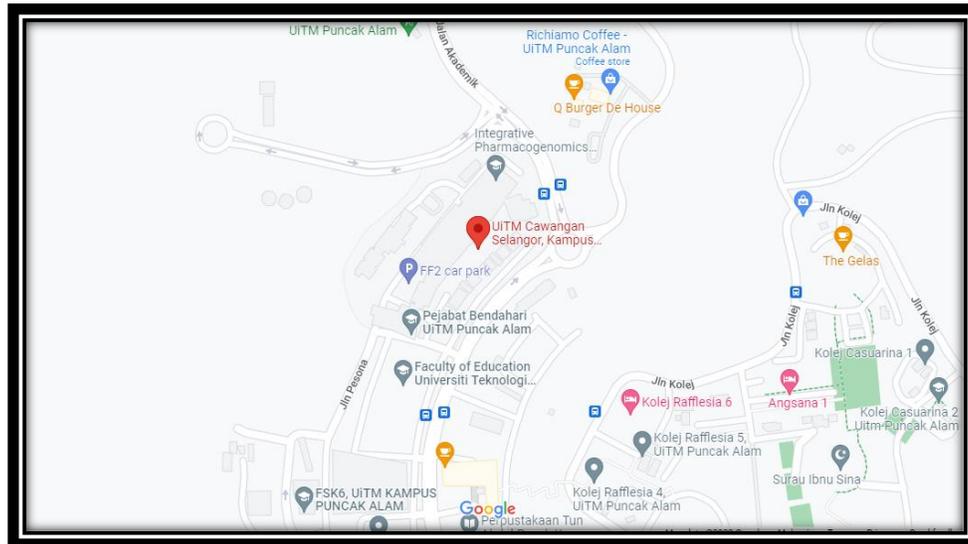


Figure 2 : Location of PTAR Kampus Puncak Alam

Postal address UiTM Cawangan Selangor Kampus Puncak Alam , 42300 Bandar
Puncak Alam,
Selangor

Telephone No. 03-32584000

Email koordinator@puncakalam.uitm.edu.my

1.2 ORGANIZATIONAL STRUCTURE

1.2.1 Organizational Cart of Top Management in PTAR KAMPUS PUNCAK ALAM

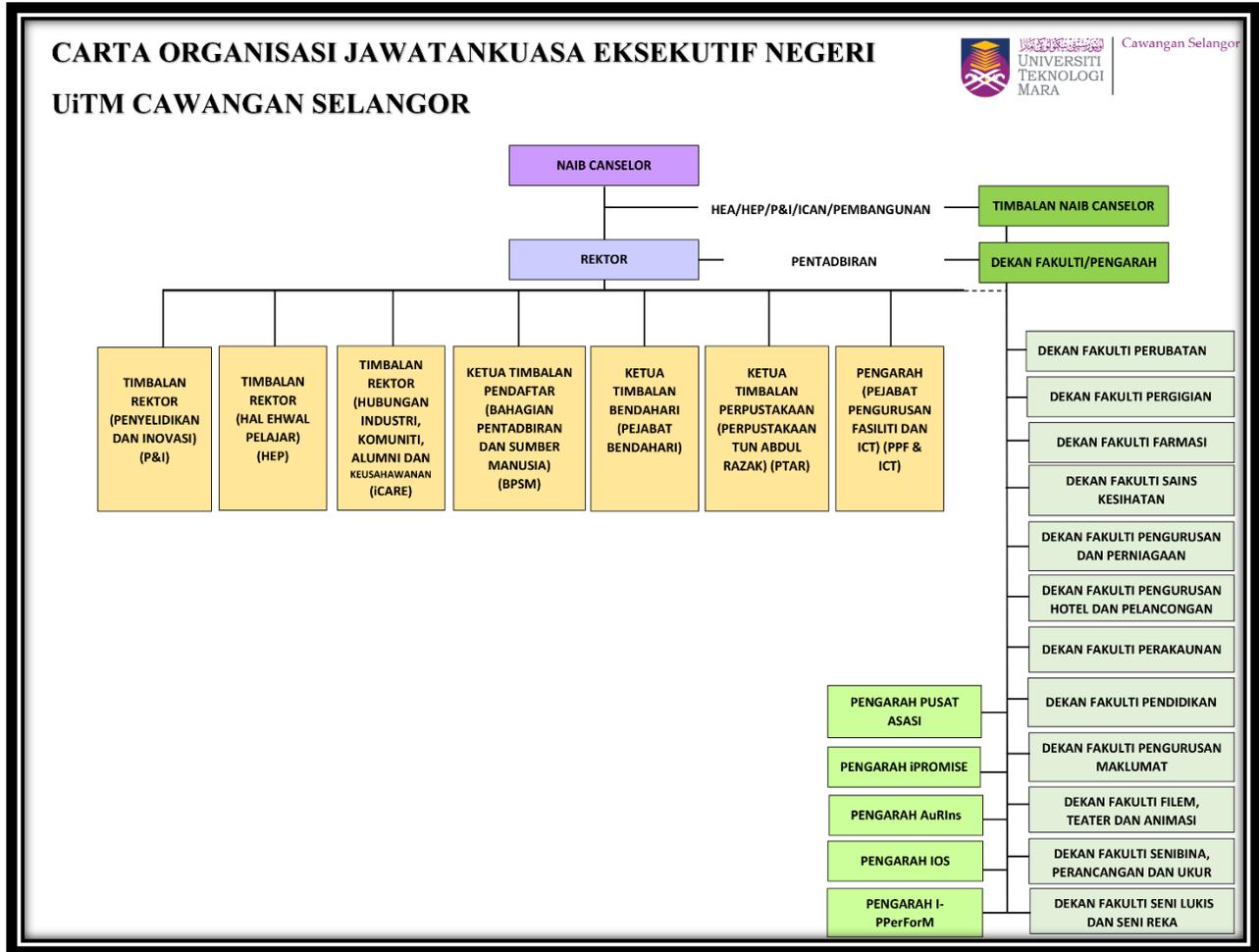


Figure: Organizational chart of top management in UiTM Puncak Alam

CHAPTER 2.0:
ORGANIZATION
INFORMATION

2.0.1 History Perpustakaan Tun Abdul Razak Kampus Puncak Alam



Figure 4 : Perpustakaan Tun Abdul Razak

On July 27, 2009, Perpustakaan Tun Abdul Razak (PTAR) Kampus Puncak Alam opened its doors on the fifth floor of Bangunan Plaza Satelit B. Perpustakaan Kampus Puncak Alam relocated to a new facility as part of Phase 2 construction and became operational in May 2014.

This new structure has four levels and can accommodate 1,300 people at a time. The facilities and services are intended to meet UiTM citizens' needs for teaching, learning, research, and knowledge development.

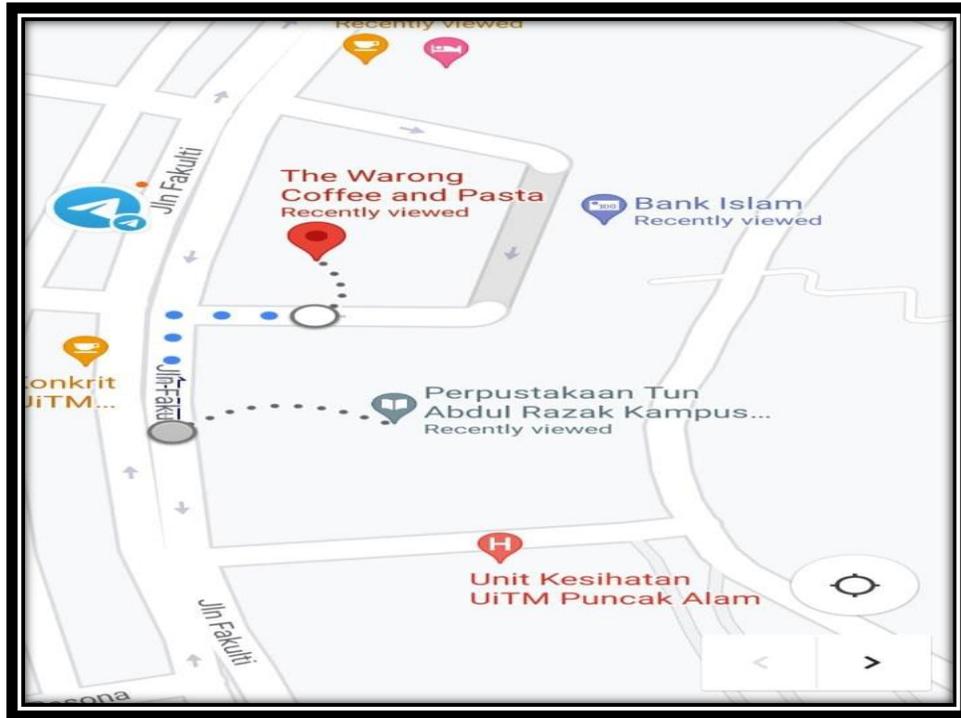


Figure 5 : Location of Perpustakaan Tun Abdul Razak
Kampus Puncak Alam

Postal address Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor
Kampus Puncak Alam 42300 Bandar Puncak Alam,
Selangor Darul Ehsan
Malaysia

Telephone No. 03-3258 4237

Email ptarselangor@uitm.edu.my



2.0.3 Organization structure of Perpustakaan Tun Abdul Razak Kampus Puncak Alam



Figure 6: Organizational Structure of Perpustakaan Tun Abdul Razak

Position	Name
Ketua Timbalan Pustakawan	Ts. Mohammad Hamidi Bin Mohd Jais mhamidi102@uitm.edu.my 03-3258
Timb. Ketua Pustakawan Kanan	Encik Arshad Bujang arshad598@uitm.edu.my 03-32584232
Pustakawan Kanan	Siti Fazlina Mohamed Raffi fazlina8089@uitm.edu.my 03-32584240
Pustakawan Kanan	Mohd Anuar Mohd Maasom anuar8991@uitm.edu.my 03-32584249

2.0.4 Vision And Mission

Vision:

The UiTM library is dedicated to running its operations professionally, rendering services, and engaging in ongoing development to better serve its patrons.

Mission:

A driving force for informed UiTM citizens by providing access to thorough, pertinent, and current information as well as top notch facilities to support teaching, learning, and research.

2.0.5 Objectives

There are the objectives of Perpustakaan Tun Abdul Razak Kampus Puncak Alam :

- a. Empowering the UiTM library service delivery system as a center of information excellence that always remains relevant, referenced and respected.
- b. Diverse comprehensive, up-to-date and relevant knowledge resources covering various formats that can be accessed physically and virtually.
- c. Provide a conducive environment for teaching, learning and research.
- d. Empowering human capital through PERDANA Culture among UiTM residents.

Operation Hours	
Isnin – Jumaat	8:30 Pagi – 4:45 Petang
Sabtu – Ahad	8.30 Pagi – 4:45 Petang

Cutu Umum	Tutup
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Table 2 : Operating hour for organization

2.0.7 Client Charter

The 'Perpustakaan Tun Abdul Razak Kampus Puncak Alam' will provide good services which in good quality to our patrons as below:

We are promise and try to provide good services and efficient to our patrons with :

1. Ensure customer counter service satisfaction performance at 90%
2. Ensure that every new book title received is notified in 'New Arrivals' every week.
3. Inter-library loan materials are provided within two (2) weeks from the date of application.
4. Ensure that information skills classes with pass status are implemented according to the applications received.
5. Ensure that the response of the 'Chat With Librarian' service (Response Waiting Time Lib Chat) does not exceed 5 minutes.
6. Ensure that review and verification of publication records registered in the PRISMa system is carried out within fourteen (14) working days after registration.
7. Ensuring Complaints and Customer Feedback are given immediate feedback within one (1) working day.

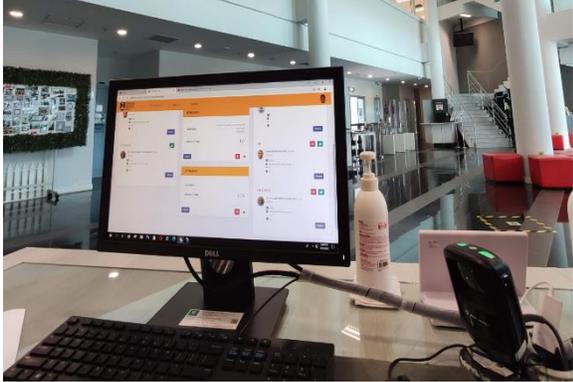
2.0.8 Policy And Regulation

1. Users are required to display ID cards at all times.
2. All bags are allowed due to inspection.
3. Please refer to the zoning system.
4. No outside food allowed.
5. Taking out reference materials from library premises without permission is prohibited.
6. Misuse of library computers are not allowed.
7. Tearing or damaging of library books is strictly prohibited.
8. Vandalism of library property is strictly prohibited.
9. Users are not allowed to remove or change the arrangement of any furniture in the library.
10. Seats in the library may not be reserved since they are limited.
11. Wearing slippers are not permitted to enter the library.
12. Helmets & caps are not allowed to be brought and used in the library.
13. 'Dating or sitting exclusively with your partner from different gender is strictly prohibited.
14. Library will not be held responsible for the loss of any personal belongings of the users.
15. Short pants, leggings & sleeveless shirts are strictly prohibited inside the library.

2.0.9 Loan Eligibility

Category	Loan Eligibility (Copies)	Period	Late Fines
Students	10	14	RM0.20 per day
Academic Staff	30	28	No
Academia (Appointment By Senate)	30	28	No

2.0.10 Services

Services	Description
 <p style="text-align: center;">Counter Service</p>	<p>Circulation and counter service are provided for library users. Also as a reference counter for the users to ask anything regarding the library. Through counter you can access to borrow the books</p>



Information Literacy

A user education programme for UiTM researchers, academicians, and student is called Online Information Literacy Class (e-ILC) will get knowledge on how efficiently use library resources to find research materials.



Printing services also available at Perpustakaan Tun Abdul Razak Kampus Puncak Alam. There are staff- operated and self-service printing services. Service of printing is staff operated.



KAT room at level 3

Scanning service is available at Koleksi Akses Terhad (KAT) room level 3. This service is free (self service) and user is advisable to bring their own removeable disk such as external hard disk or thumb drive.



BOOK DELIVERY SERVICE
We deliver the requested book to your doorstep.

- This service is open to all UTM staff and students in UTM Cawangan Selangor. Subject to eligibility loan.
- Search book in OPAC (<https://library.utm.edu.my/opac.html>). Use Student ID Number and Passport Number. Only students with active status are allowed to access OPAC. Only Open Shelf books are allowed for this service.
- Fill up this form: <https://bit.ly/pinjambukuptarucus>. Only students with active status are allowed to form a loan. Users may opt to choose a delivery method **self-pick up/by hand within campus area** or courier.
- Requests will be processed based on working days except weekends/public holiday. Users will be notified via email for successful/unsuccessful requests.
- Users are responsible to return the library books before the loan period expires and understand the late fines charges for students / salary deductions (staff) that will be imposed.
- Contact us on Chat with Librarian: <https://bit.ly/ptarukpallibchat> or call: **03-32564237** for more details.

book delivery service poster

Book Delivery Service provide by PTAR Puncak Alam Campus to delivery any book to its user either student or staff.

2.0.11 Collections

Type	List of collection
Books collection	<ul style="list-style-type: none"> • Syllabus materials • Retro materials • Pharmacy • Business • Hotel management • Novel • Comics • Health Science • Accounting • Landscape Architecture • Art design

<p>Digital collection</p>	<ul style="list-style-type: none"> • Online database • Local Content HUB • Theses • Article indexing • eBook • eJournal • Institutional repository • Public repository • Open access • Archive
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2.0.12 Floor plan

First floor

Mosque

Seminar Room

Second room

Counter service

Computer lab

Pantry

Third floor

Book shelve

“Maker Labs”

Discussion room

OPAC search

‘Koleksi Akses Terhad (KAT)’ room

Fourth floor

Book shelve

OPAC search

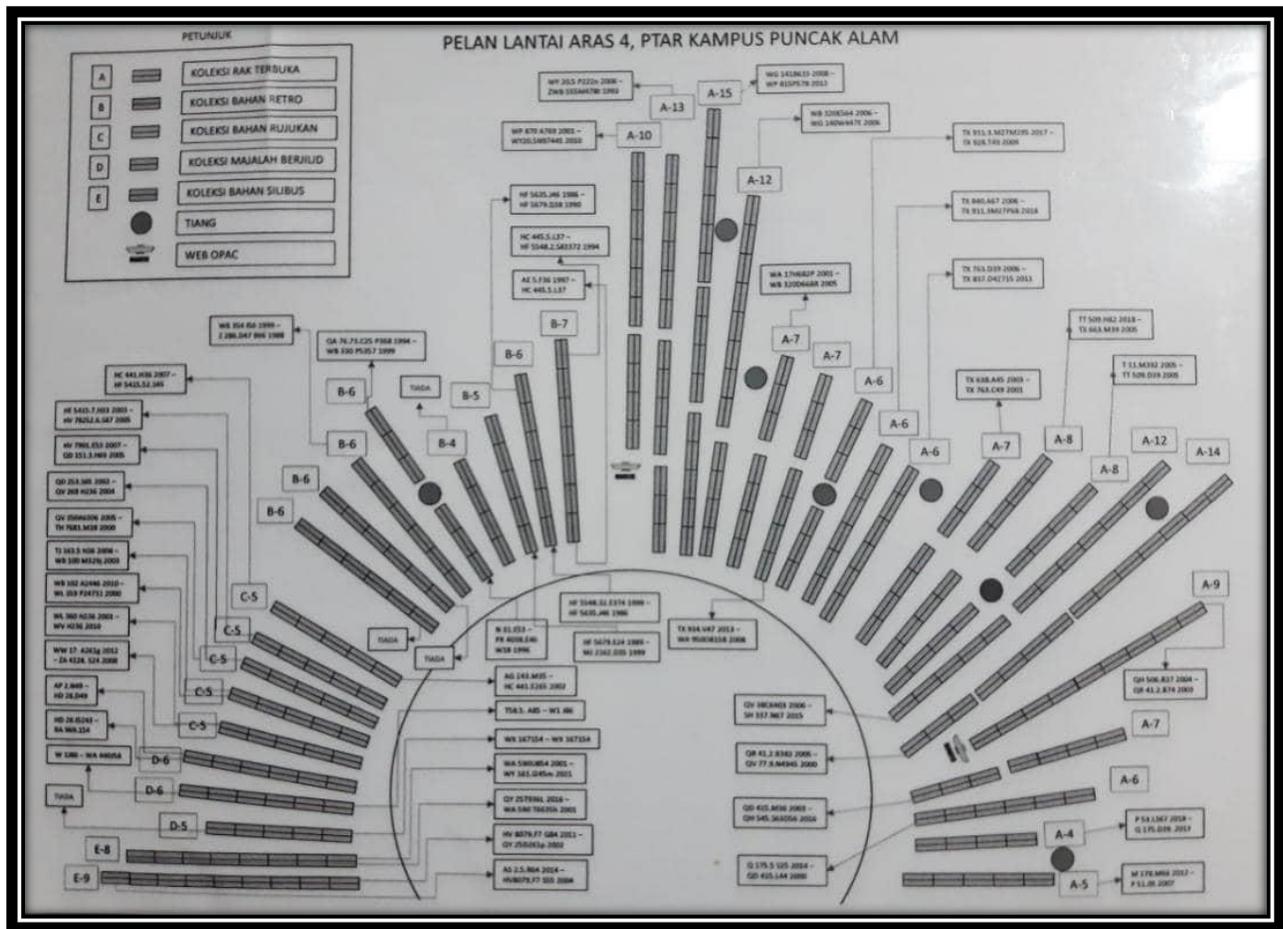


Figure: 4th floor plan

2.1: DEPARTMENTAL STRUCTURE

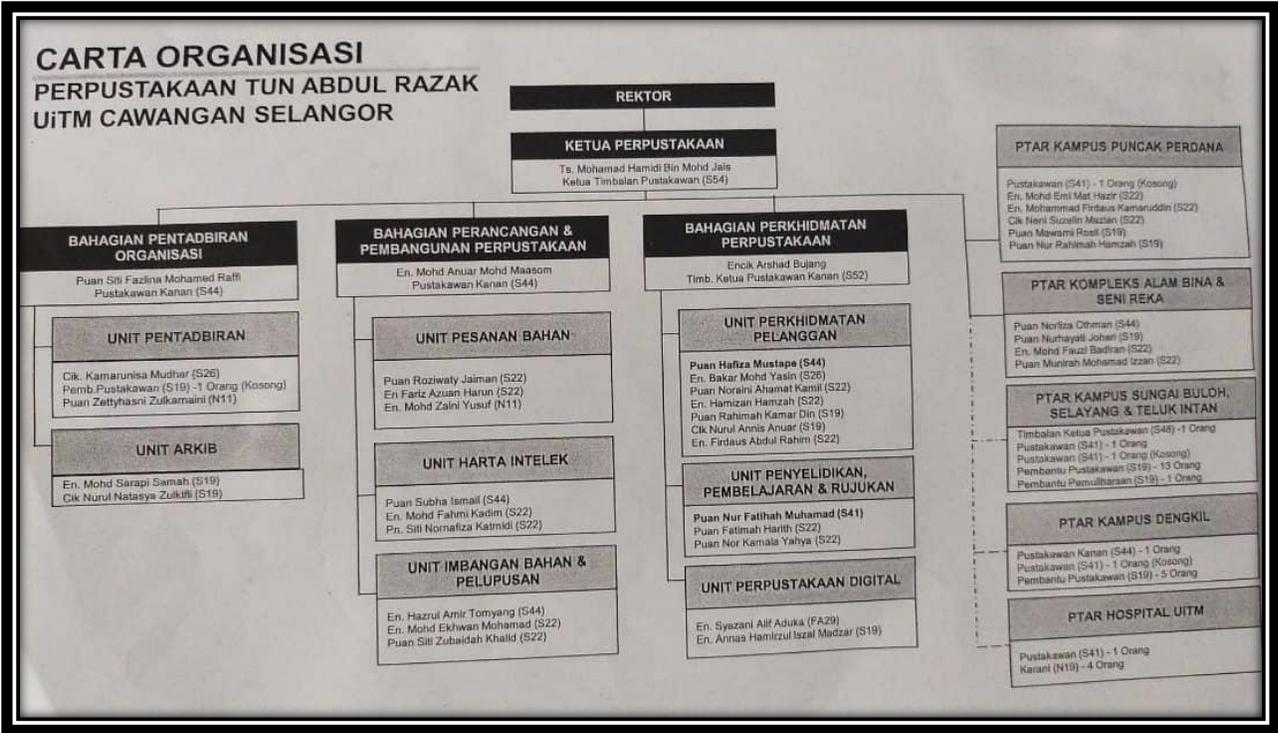


Figure: PTAR KPA Organization Chart

CHAPTER 3.0 :
INDUSTRIAL TRAINING
ACTIVITIES

3.1: TRAINING ACTIVITIES

On 1st March 2022, the trainee was reporting for industrial training. To earn their degree, trainees must complete five (5) months of industrial training. The time frame that trainees must adhere to is from 1 March 2022 to 31 July 2022. To help the trainee understand the tasks they must complete, the business gave them access to the timetable.

During the industrial training, trainee was covered all units that have in Perpustakaan Tun Abdul Razak Kampus Puncak Alam. There are:

- Unit Perkhidmatan, Koleksi & Pelanggan
- Unit Pentadbiran & Arkib
- Unit Pesanan Bahan
- Unit Harta Intelekt, Hadiah & Pertukaran
- Unit Imbangan Bahan & Pelupusan
- Unit Perpustakaan Digital
- Unit Penyelidikan, Pembelajaran & Rujukan
- Perpustakaan Tun Abdul Razak Kompleks Alam Bina
- Unit Penjilidan

DATE	ACTIVITY
1 March – 18 March 2022	UNIT PERKHIDMATAN PELANGGAN & KOLEKSI <ul style="list-style-type: none"> • Managing counter for customer service • Managing new materials for library • Doing a stock taking job
21 March – 8 April 2022	UNIT PENTADBIRAN & ARKIB <ul style="list-style-type: none"> • Managing Archive Management Systems (AMS) • Managing development of archive collection. • Maintain library infrastructure
11 April – 29 April 2022	UNIT PESANAN BAHAN <ul style="list-style-type: none"> • Manage the purchase process of printed material resources (books/magazines/journals) • Manage the cataloging and classification of materials • Manage the approval meeting for the purchase of PTAR books and magazines.
2 May – 18 May 2022	UNIT HARTA INTELEK <ul style="list-style-type: none"> • Manage gift materials and the exchange of materials published by UiTM from agencies/organizations inside and outside UiTM.

	<ul style="list-style-type: none"> • Manage the acquisition of intellectual property materials (submission policy management) • Manage record quality control and physical gift materials and intellectual property.
19 May – 1 June 2022	<p>UNIT IMBANGAN BAHAN & PELUPUSAN</p> <ul style="list-style-type: none"> • Manage the proposed purchase of syllabus reading materials • Manage the assessment of disposal of library material resources. • Manage the balance and ownership of the library (change in academic program location)
1 June – 15 June 2022	<p>UNIT PERPUSTAKAAN DIGITAL</p> <ul style="list-style-type: none"> • Infrastructure planning and ICT services • Manage the library website • Library ICT procurement planning
16 June – 29 June 2022	<p>UNIT PENYELIDIKAN, PEMBELAJARAN & RUJUKAN</p> <ul style="list-style-type: none"> • Manage the information literacy program • Manage distance learning services • Manage information literacy promotion activities.
30 June – 13 July 2022	<p>PTAR Kompleks Alam Bina</p> <ul style="list-style-type: none"> • Managing counter for customer service

	<ul style="list-style-type: none"> • Managing a material related to architecture and art design • Managing processing final year project
14 July – 27 July 2022	<p>UNIT JILID</p> <ul style="list-style-type: none"> • Do a maintenance of book by repairing it.

3.1.1 Unit Perkhidmatan Pelanggan & Koleksi

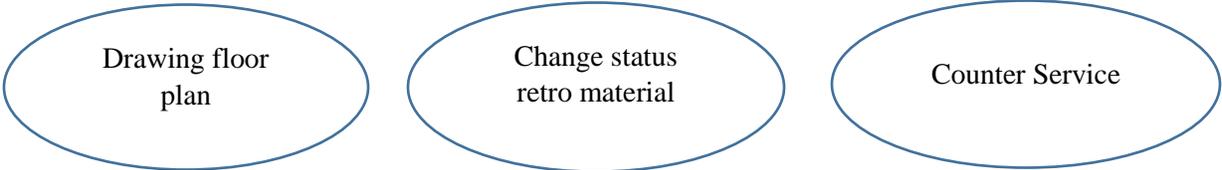
Introduction

Unit Perkhidmatan Pelanggan & Koleksi has been managed by one librarian who is Madam Hafizah Binti Mustape and was assisted by six library assistant. The units are responsible managing a library collection beside they also manage a new library materials by doing stock taking job. They also was responsible to promote library collection to the student so the student will aware collections were offered by PTAR Kampus Puncak Alam.

Besides, Unit Perkhidmatan Pelanggan & Koleksi was to managed a counter for customer service such as Inter Library Loan Service, Teach on how to find material and borrowing book.

Task performed by the trainee

At Unit Perkhidmatan Pelanggan & Koleksi, the trainee was assigned in this unit on 2nd March 2022 until 18 March. The trainee was given the task to do by Madam Hafiza Binti Mustape. There are the tasks:



a. Drawing Floor Plan

We trainee must drawing a floor plan within level 3 and level 4 and after the addition of new shelves for the Semester Break Project. We drawing both of these floor using powerpoint. The reason we were given this assignment was to identify the ‘Shelf & Bay’ on the 3rd floor and 4th floor to facilitate the work of ‘shifting the shelves’.

After that, we isolate retro material by isolate any books that being published period below year 1999 at 3rd floor for being put on new retro collection shelf or being disposed. Moreover, we organize books by removing books from the shelves involved in the process of adding new shelves.

We also being given task to install new shelves to include retro collection books and reference materials. The work of installing shelves requires a lot of labor because it is not an easy task to install this shelf only two of us. Both of these retro and reference collection are material that cannot being borrowed or bring outside from the library.

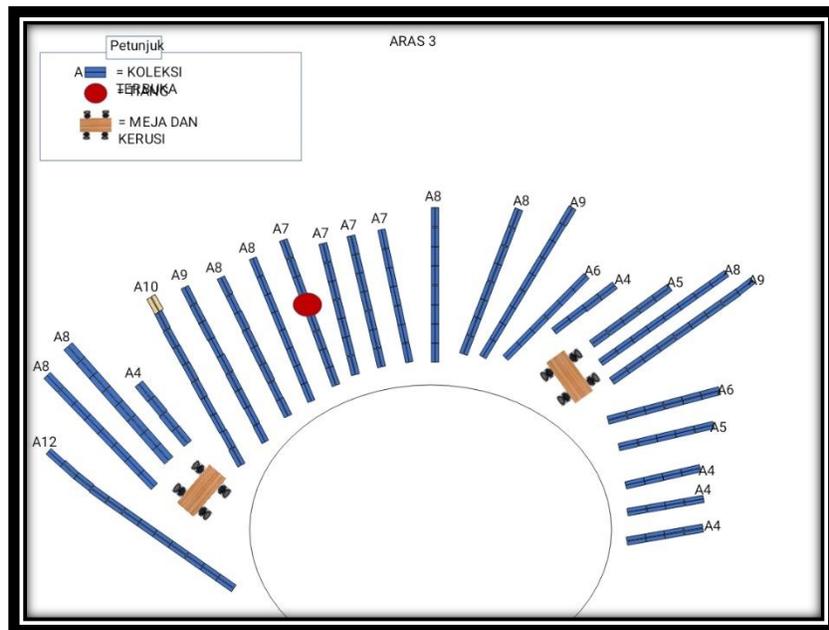


Figure 19: Drawing 3rd floor plan



Figure 20: Installing new shelf at 4th floor

b. Change status retro material

Change the status of material published in 1999 and below that is classified as retro material using the LibSys system. We were given task to change these status using LibSys. These LibSys to log in by using staff id.

Step we change material status using LibSys system:

1. We go to the cataloguing section



2. We click on to maintenance interface



3. We click on 'Update Holding' section



4. Insert book ascensions number and click on submit



5. Change the material status by write 'RET' to the change status column.

After we change the status we must label back call number but this time it for the new shelf that we install earlier which is for reference shelf material and retro shelf material. This call number according to the types of materials.

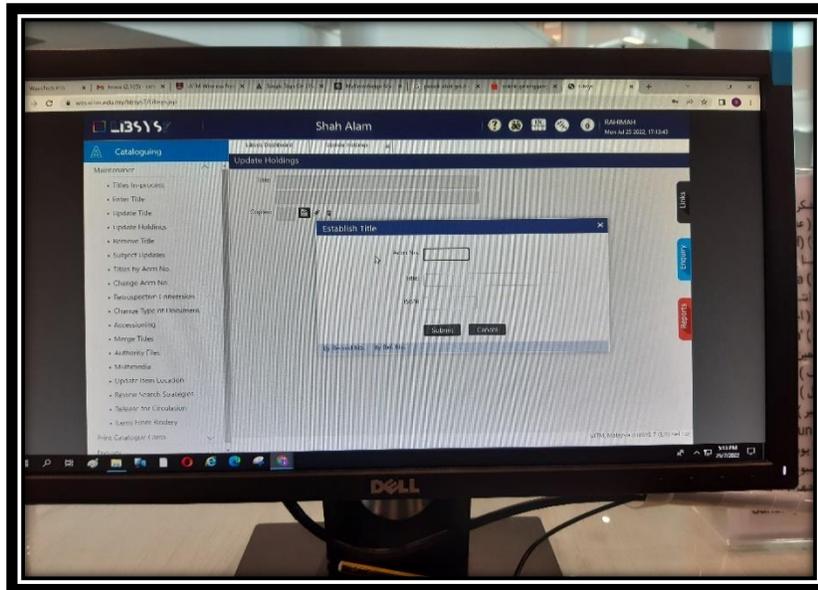


Figure : LibSys interface for change the status

c. Counter service

We learned and were assigned to take care of the counter service. As long as we are assigned at the counter we are monitored and guided by the staff on duty at the counter. Among the task we carry out at the counter are:

1. Book loan
2. Return of books
3. Fine payment

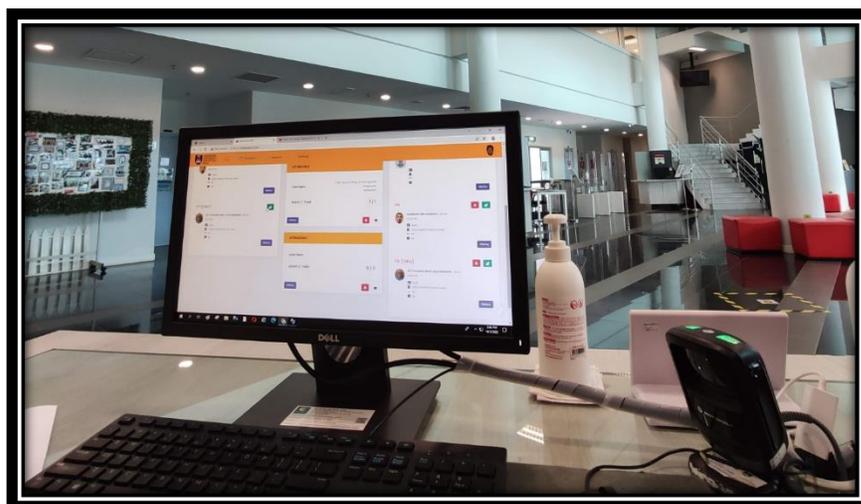


Figure : PTAR KPA counter

3.1.2 Unit Pentadbiran & Arkib

Introduction

Unit Pentadbiran & Arkib has been managed by one librarian which is Puan Siti Fazlina Binti Mohamed Raffi and being assisted by one library assistant and one clerk. This Unit was responsible to coordinating the library's risk management in the event of an undesirable event such as, the loss of material in the library.

Other than that, this unit was in charge of organizing and preparing library reports for Selangor MPD, JKEN, and JPPP Meeting permission or notice. However for archive section they handle overseeing the collection's growth for the archives. The majority of archive collections are housed in the database namely OFA (Online Finding Aid) and AMS (Archival Management System).

Task performed by the trainee

The trainee was assigned at this unit start from 21st March until 8 April 2022. At this unit, the trainee was given task to by Puan Siti Fazlina Binti Mohamed Raffi. There are the tasks.



a. Scan student documents

We trainee were given task for scanning student document. This task was a process of scanning student's record that being kept in archives unit. This student's record are mostly student that studying here in this campus and now already become an alumni. After the scanning process that record was kept in the computer which mean being saved in digital form. I classified those document from that file by write on student ID number and later on save those file in the computer.

Other than that, we must fill in student data such as their student ID number, course code and IC number also we must state number of box that kept their document. This task was supposed to fill in excel which is student list template. The main reason use these excel template is easily for staff

to identify students name in the file that contain their document who being digitalized earlier at computer.

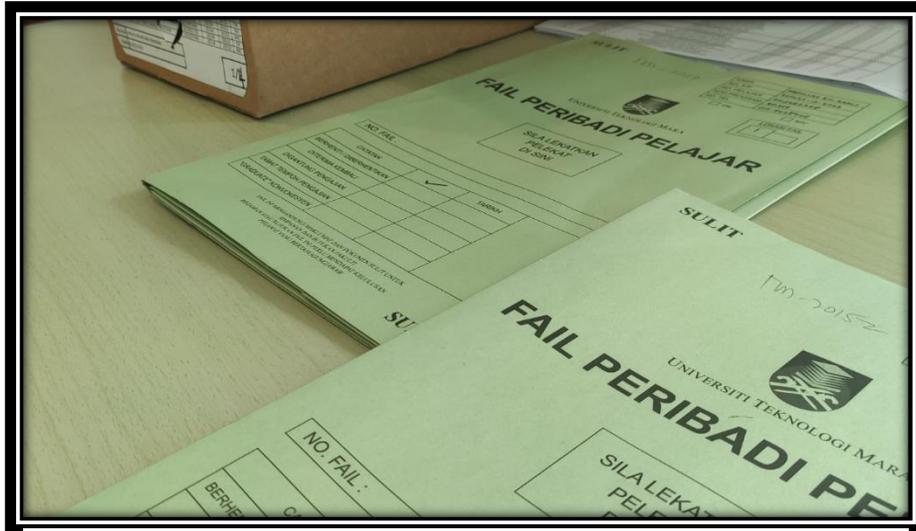


Figure: UiTM Puncak Alam student document

b. Searched for published materials in OFA (Online Finding Aid)

We were given task to find the published materials in OFA (Online Finding Aid). We must find at least 15 published materials in OFA and it must can be access. Online Finding Aid is a website that manage any archives materials. The materials can give to three category which is:

i. Published materials reference

Publication materials are things like annual reports, convocation books, bulletins, and other things that PTJ publishes.

ii. Student administration files reference and staff personal file.

The administrative file, which includes meeting, financial, development, and infrastructure files for the university and other items, is a significant record of the department. Important documents including offer letters, admission forms, leave and appointment records, and others are kept in the personal files of both students and staff.

iii. Images collection reference, newspaper and audio visual.

A selection of images, news articles, and audiovisual materials relating to university activities.

3.1.3 Unit Pesanan Bahan

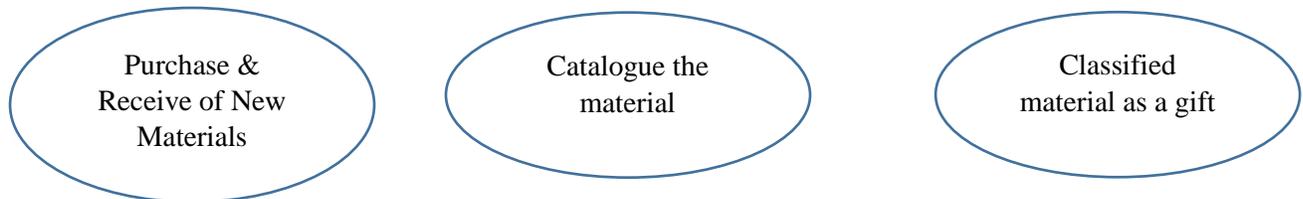
Introduction

Unit Pesanan Bahan has been managed by one librarian which is Encik Mohd Anuar Binti Mohd Maasom and was assisted by two library assistant and one clerk. The units are responsible for overseeing the purchasing of printed resources for the UiTM Library that adhere to the specified guidelines and meet users' demands.

They are also responsible for managing the PTAR 'Book and Magazine Purchase Approval Meeting'. They must verify the cost of the books in relation to the fines process, which includes the return of the books and the deducting of staff salaries.

Task performed by the trainee

The trainee was assigned at this unit start from 11 April until 19 April 2022. At this unit, the trainee was given opportunity to understand how process to purchase book happen. Besides we are being brief about how to do a cataloguing on the materials. There are the tasks given



a. Purchase & Receive of new materials

We were being exposed on how to manage the purchase process of printed materials such as books, magazines and journals. Procurement of domestic and international printed and published book supplies for the UiTM Library's printed materials that satisfy users' needs while adhering to rules and guidelines.

There are the steps on how procurement at this unit :

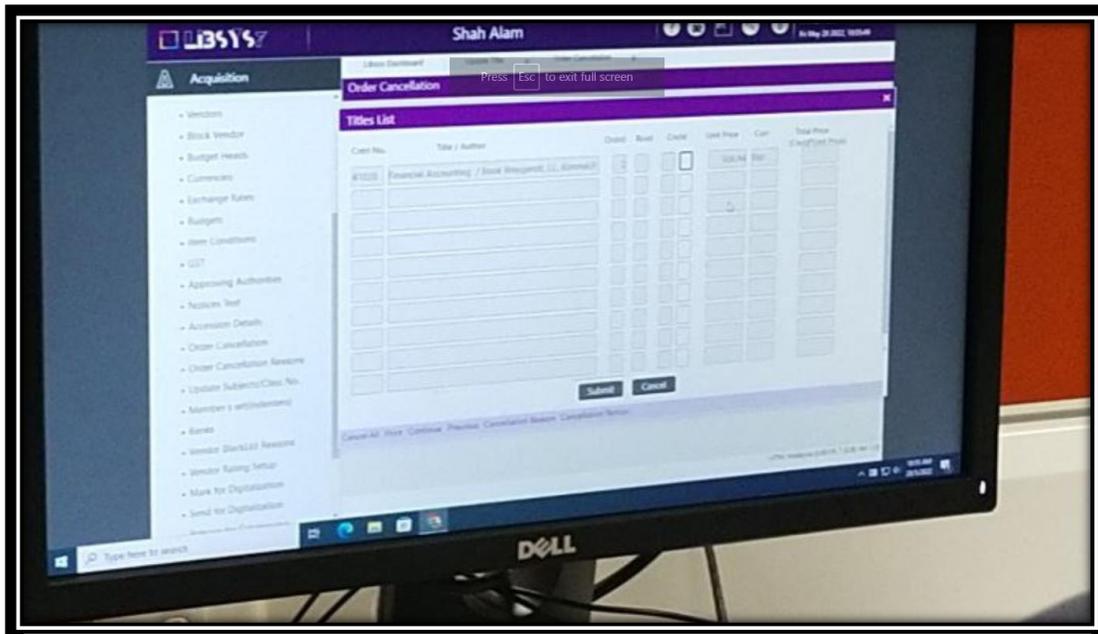
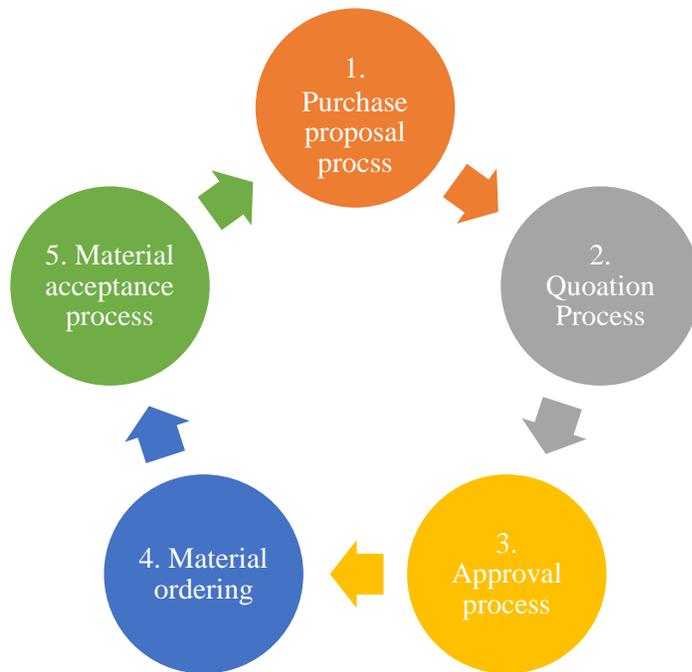


Figure: LibSys acquisition interface

- **Acquisition**

For the acquisition process Encik Fariz one librarian assistant brief by going to 'Update Titles' for book purchase and vendor selection. After that, choose a reasonable book price according to the budget given by UiTM. When the quotation is finalized, it will be brought to the Book and Magazine Purchase Authority (MJKPBM) meeting. The price of each material being charged with GST and SST that define by the treasurer.

- **Order Form**

The order number can be copied and pasted near the order list. After that, press submit material order list near libsys to get the supplier's email. For 3 months the supplier must send if more than the specified period then the library will cancel the purchase. 1 invoice will be sent to the treasurer for payment. As long as the material is not released, cataloging will not happen.

b. Catalogue material

We were entrusted with cataloguing the books obtained through LibSys. This unit's cataloguing strategy adheres to the standards established by PTAR Puncak Alam Campus. The term "classification" refers to all procedures involved in categorising printed and non-printed items that the Materials Order Unit receives under the direction of RDA, RDA Toolkit, LCC, LCSH, NLM, MeSH, Cataloging Calculator, OCLC Dewey Outer Program, and MARC. There are the process of cataloguing in this unit there are. :

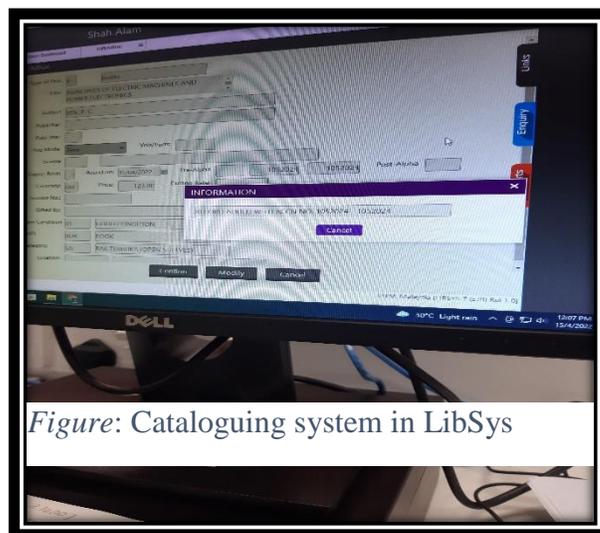
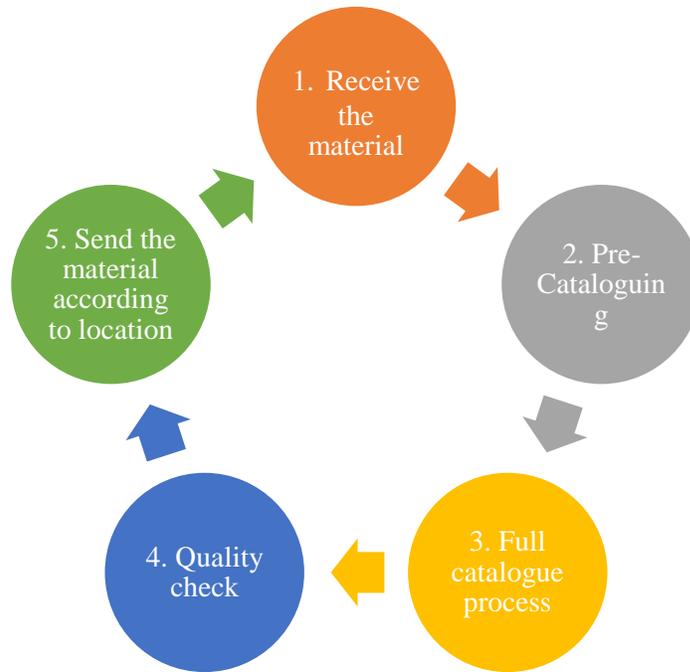


Figure: Cataloguing system in LibSys

c. Classified material as a gift

We were given the chance to take on the assignment of classifying books that were presented as

gifts using the LibSys system. Typically, you may get these books for free from anyone. After these classification process we must stamp these book on the verso page using PTAR Puncak Alam Campus stamp and written their ascension number along with book price and library branch. Books, periodicals, magazines, bulletins, reports, publications from the government, and other items are included in the present materials. These materials supposed to be in good condition for gift to another library or any other organizations.

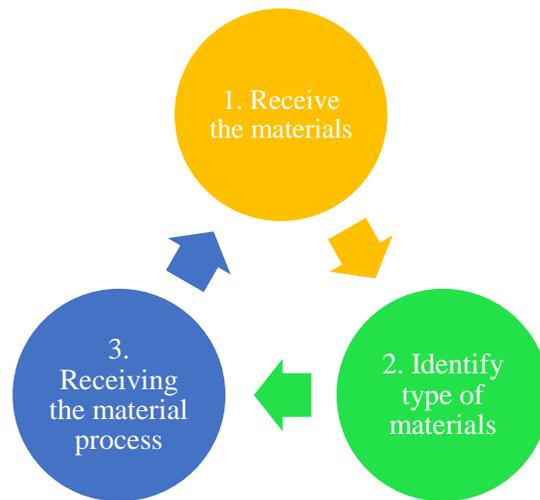




Figure: Staff checking on gift materials

3.1.4 Unit Harta Intelek

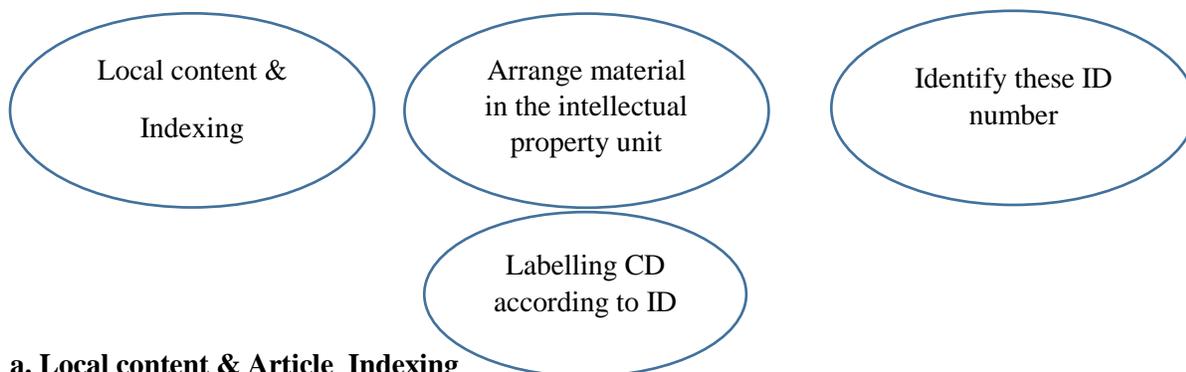
Introduction

Unit Harta intelek is responsible for managing gift material and exchange UiTM published material from agency or organization inside and outside from UiTM. They also was assigned to managed UiTM's intellectual property materials to accommodate clients' needs while adhering to established guidelines. Next, this unit maintains local material in accordance with PTJ UiTM criteria. They are in charge of indexing library resources as well.

In addition, this section also painstakingly maintains the quality control of physical items and records. They guarantee that the upkeep of these goods is guaranteed and secure against any theft or damage.

Task performed by the trainee

The trainee was assigned at this unit from 2nd May until 18th May 2022. At this unit trainee was given opportunity to see physical form of theses, final year project and internship report. Other than that, we were exposed on how their carried out these task. These task are :



a. Local content & Article Indexing

At this unit we trainee were responsible to utilizing online publications like The Star, Berita Harian, Harian Metro, and New Straits Time, search for regional content and article indexing in accordance with the provided keywords. Both of these local content and indexing have their own definition. :

i. Local content

Local content for each faculty which includes a collection of publications throughout Malaysia such as reports, articles, books, journal articles, conference papers, theses, student projects and newspapers as well as unpublished papers.

ii. Article Indexing

Integrated indexing of materials in order to meet the needs of reference sources to support university learning, teaching and research as well as the visibility of materials to increase the use of reference materials in the library.

	A	B	C
1			
2	Surat Khabar	Tarikh Artikel	Tajuk
3	New Straits Times	28 February 2022	Phase out physical textbooks to solve heavy schoolbag issue
4	New Straits Times	1 April 2022	#TECH: Yayasan TM, Teach for Malaysia and Enuma introduce digital learning application for Malaysian students
5	New Straits Times	13 March 2022	Keep digital textbooks optional
6	Harian Metro	23 August 2021	Akses pendidikan berkualiti
7	Harian Metro	11 October 2020	eBook bantu calon SPM di Sabah
8	Harian Metro	18 April 2020	Perkhidmatan digital PTAR UiTM meningkat
9	Berita Harian	17 May 2021	Maxis terajual usaha rapatkan jurang digital
10	Berita Harian	24 January 2021	Kerajaan Terengganu dsaran laksanakan kembali pemberian e-Book
11	Berita Harian	29 March 2019	Jana pendapatan menerusi platform Ebook
12	New Straits Times	31 March 2020	Demand for e-books on the rise during MCO
13	New Straits Times	3 August 2020	Bahasa Malaysia version of free e-book about Covid-19 for children launched
14	New Straits Times	17 July 2019	Which is the best way to read?
15	Berita Harian	4 March 2022	Penggunaan e-book atasi isu beg berat
16	New Straits Times	27 March 2019	An ideal library is at the heart of everything
17	Berita Harian	4 August 2020	Jualan e-buku cetak rompak berleluasa dalam laman e-dagang
18	The Star	11 May 2022	mStar strikes silver for digital publishing efforts
19	The Star	12 February 2022	Show your solidarity and #JomSapot BellLokal
20	New Straits Times	22 May 2018	Media Prima news portals register more than 25.6 million unique visitors, 296 million page views during GE14
21			

Figure: Local content at newspaper

b. Arrange material in the intellectual property unit.

We were have five trainees and we were assigned to Arrange theses on the shelf according to the ID number that has been labeled. These materials not only limit to theses but also newspaper, final year project and internship report.



Figure: Trainee arrange Intellectual property

c. Identify theses ID number

These consist two trainees to assigned this task. This task was purposely to using the IR system (Institutional Repository) to identify the thesis ID number by entering the title or the name of the thesis author. After that, we labeled these number on those theses who does not have an ID number.

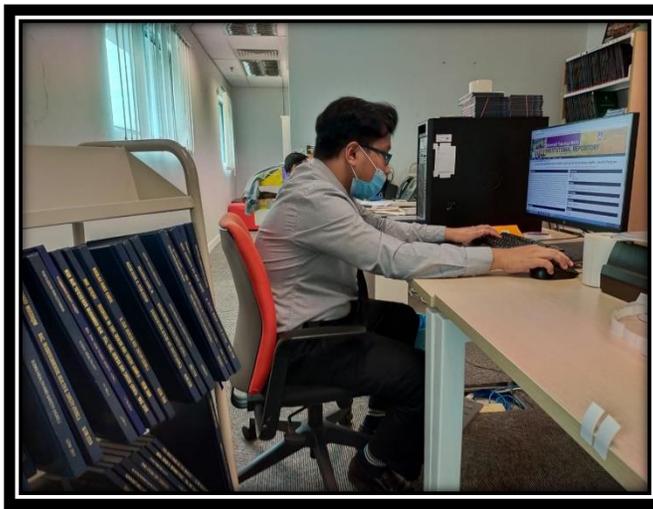


Figure: Trainee label Thesis ID number

d. Labelling CD according to ID number

Theses task also consist of two trainees but with one person to assist. This task was mainly purposed to label each CD according to the IR system by searching by typing the title or student's name. After these process we must label those CD with ID number that we get earlier during searching its ID number on IR system.



Figure: Trainee Label CD ID number

3.1.5 Unit Imbangan Bahan dan Pelupusan

Unit Imbangan Bahan dan Pelupusan is responsible to made proposal for the purchase of syllabus reading material as well as managing the assessment of the disposal of library material resources. They need to ensure matters of balance and ownership of library materials (changes in the location of academic programs) are well managed.

Next, this unit is also entrusted to update the 526 tagging into the WILS system for each syllabus reading material. Moreover, disposal is a process where an asset or public item that is physically still in storage but is not used or needed and should be removed from record storage.

Task performed by the trainee

On 19 May – 1 June 2022, the trainee was under this unit. This material balance and disposal unit is the crucial unit in terms of library development and planning because it was supposed to be manage how library material was received or purchase it. The task we were given in these unit are:



a. Identify eISBN syllabus materials

We were assigned to find out e-book ISBN number at the internet according to the book list of syllabus materials. These e-book ISBN number you can get it by typing the book title on Google search engine and later on find out the website that provided details about that book including their e-book ISBN number. Usually, these book not all of them are not be appear in electronic just certain of them.

These syllabus materials are reference materials listed in the syllabus of a program as reading materials submitted by the faculty with the approval of the UiTM senate. They also being approved by 'Malaysian Minister of Education' for program that being offered by UiTM. Next, these materials must be purchased by each UiTM library to meet the study and learning needs of each program offered by UiTM.

1	CADANGAN BASA (Approval No.) LAMPIRAN									
2	BIL.	REQUEST NO	CONTROL NO	FAKULTI	NAMA DAN KOD PROGRAM	NAMA DAN KOD SUBJEK	PENGAJAR	JUDUL	ISBN eISBN	
3	No.	Request No	Control No	Faculty / institution	Programme Name and Code	Subject Name and Code	Author	Title	(10) & (11)	
4	1			Faculty of Education	Diploma In Early Childhood Education		Nutbrown, C. & O'ough, P.	Early childhood education: history, philosophy and experience	9781446267876	Sage
5	2			Faculty of Education	Diploma In Early Childhood Education		Althouse, R., Johnson, M. & Mitchell, S.	The Colors of Learning: Integrating Visual Arts Into the Early Childhood Education	9780807742747	Teacher
6	3			Faculty of Education	Diploma In Early Childhood Education			Modul Pendidikan & Pengasah Kanak-Kanak	9789673443468	U
7	4			Faculty of Education	Diploma In Early Childhood Education		McCutson, J.	Teaching Drama to Ekle ones: Ready-to-go lesson plans for kids age 3-7 ages	9780692605370	Beet
8	5			Faculty of Education	Diploma In Early Childhood Education		Stasyah Abu	Pengurusan Tawak dan Tadika Cemerlang	9789673447343	U
9	6			Faculty of Education	Diploma In Early Childhood Education		Carlin, D. & Carter, M.	The Art of Awareness, Second Edition: How Observation Can Transform Your	9781905540863	Pa

Figure: List of Syllabus Materials

b. Editing tag 526

We trainee are given task to editing tag 526 on each materials that being listed on by this unit using WILS system to carried out these task. We must ensure while editing 526 tag on each book wened to follow according to their faculty because that particular book are not only be refer by one course student only but also any other courses using that book as reference.

For editing tag 526 we must use the code courses that being offered by UiTM Puncak Alam Campus. Among the major codes available at UiTM Puncak Alam Campus are:

- I. AP246 (BSc (Hons) Construction Management)
- II. ED247 (BSc (Hons) Science Education)
- III. BA707 (BSc (Hons) Business management)
- IV. HS243 (BSc (Hons) Enviromental Safety and Health)
- V. HM240 (BSc (Hons) Hotel management)
- VI. AC220 (BSc (Hons) Accountancy)
- VII. AP247 (BSc (Hons) Interior Architecture)
- VIII. CAAD242 (BSc (Hons) Textile Design)

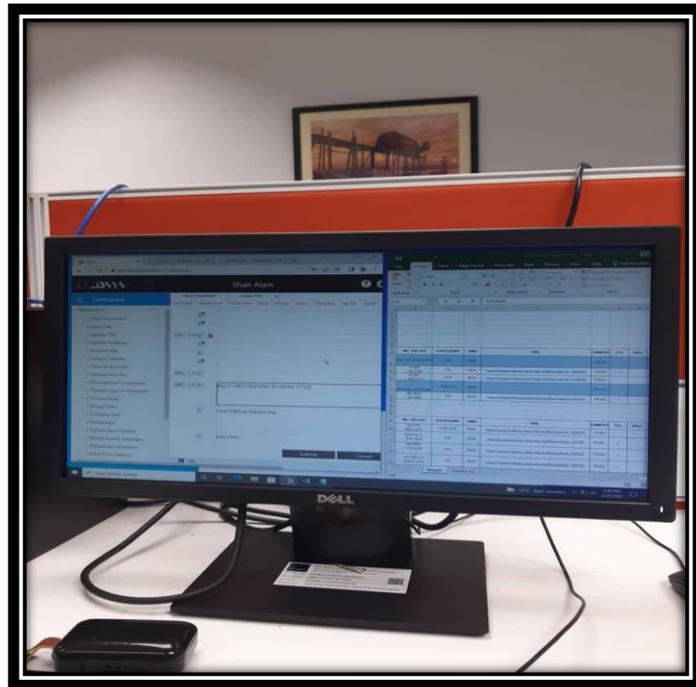


Figure: Editing 526 tag

c. Disposal of 'Homogenous' materials

We trainee were brief about disposal 'Homogenous' record that need to be dispose especially an old published books. The disposal functioning are being brief by one of the staff that assigned here which is En Ekhwan. He explained how the process of material balance and disposal, starting with the customer service unit will make a selection of books to be disposed of then they will 'withdraw' the materials. After that, En

Ekhwan will receive the material sent by the customer service unit and next he will changes the status of the materials to be 'withdrawn' to be disposed of.

For disposal the PTAR archives need to make an application for the disposal process to the national archives then the national archives will approve the application for disposal. The disposal method of 'Homogenous' materials is subject to the treasurer of UiTM Campus Puncak Alam.

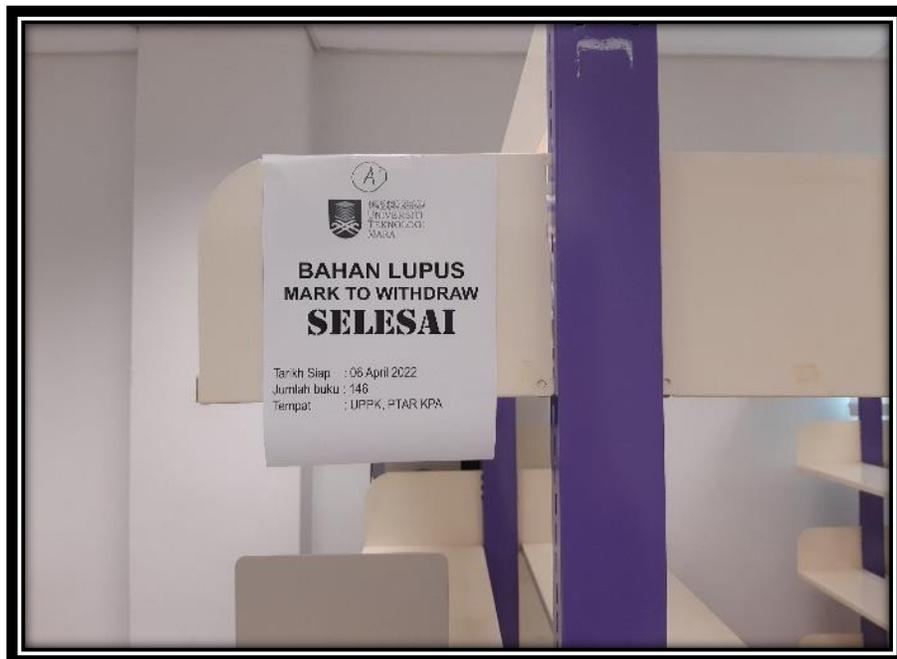


Figure: Materials ready to dispose

3.1.6 Unit Perpustakaan Digital

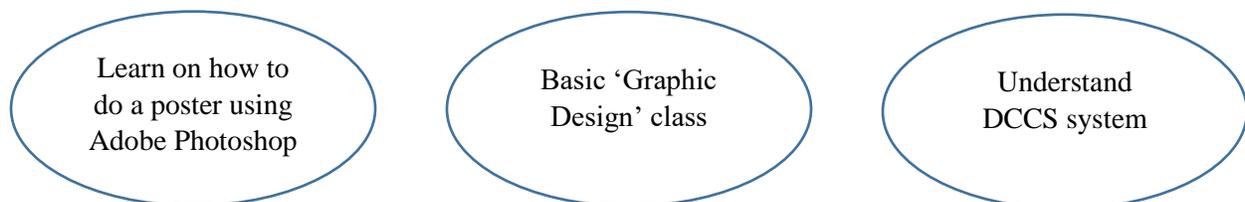
Introduction

Unit Perpustakaan Digital has been managed by one IT staff who is En. Syazani Alif Aduka and was assisted by one library assistant. This units was responsible in ICT infrastructure design and monitoring, digital applications, library web, and library information system. They also support ICT services and infrastructure planning.

Next, they manage the library web site which is if anything problem with the library website interface one person who expert in this field can identify the problem and fix it. They need make a planning on how the ICT technology receive in library later on can be install in the library for user to use it for surf the internet find out an information that meet their need. Additionally, this unit oversees the management of the library's digital resources and makes sure that patrons may access them.

Task performed by trainee

At Unit Perpustakaan Digital, the trainee was assigned in this unit on 1st June until 15 June 2022. The trainee was given the task to do by library En. Arshad Bin Bujang . There are the task



a. Learn on how to do a poster using Adobe Photoshop

We trainee were exposed to learn on technique for editing image for poster with using Adobe Photoshop. We were being teach on basic to be familiar with photoshop interface or features. We were told to practice before using photoshop by browsing 'The Bezier Game' these game is a reference to the parametric Bézier curve, which is utilised in computer graphics and applications

like Photoshop and Illustrator. A smooth, continuous curve is defined by a set of discrete "control points" using a formula.

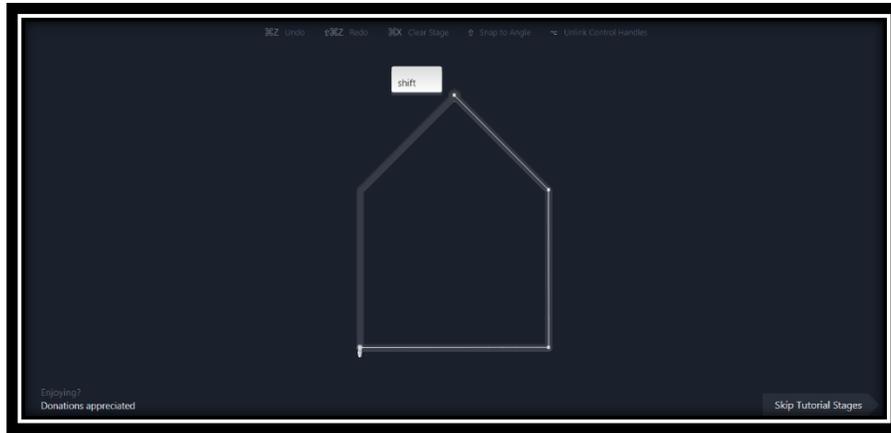


Figure : The Bezier Game interface

This game seeks to help Photoshop users become more proficient with the pen tool, a famously challenging tool for picture editors to learn. The Bezier Game is a free tool designed to help Photoshop and Illustrator users to understand how the bézier curve works. We using these game as a tutorial because we baffled by the pen tool and how it is able to accurately cut out objects from images but we were not mastered this pen tool. The tool seems to have a mind of it own, and this is where The Bézier Game can help.

After that, were given task to design a poster for upcoming holiday event by using Adobe Photoshop. We were looking out a great images to act as a wallpaper in our design and we identify what holiday event within a month which is public holiday.

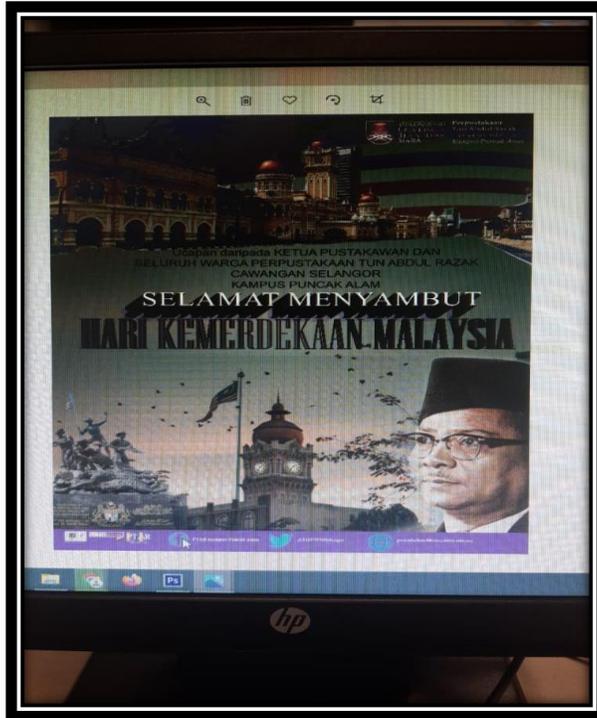


Figure: 'Hari Kemerdekaan' poster design

b. Basic 'Graphic Design' class

We were taught by En. Anas on a technique that is easy to apply in terms of editing video or images by using any kind of editing apps. This basic 'Graphic Design' class was held at PTAR KPA computer lab that consists only of us as trainees. En. Anas explains the basics of graphic design. He showed the applications used for design, for example 'Gimp' apps.

Technique for Editing

- En. Anas explained the 'KISS' technique which is 'keep it simple, stupid' which means that the design to be made does not need to show too many elements that can affect the neatness of our design.
- 'Mathematical Ratio' technique that needs to remain balanced for a design. This technique consists of a large font in a design and also a small font.
- 'Hierarchy' technique that is, start with the main title by using a big font and then the subtitle should use a small font.
- 'Contrast' technique in terms of using a proper colour mix which is suitable with our design.

so our design will look nice and more colourful.

- 'Creative fonts' can be found on the 'Dafont' website. The fonts in 'Dafont' can be installed and inserted into Adobe Photoshop fonts. The design can have a multiple font style.
- 'Scale Proportionally' technique that will guarantee that the logo we use into our design does not appear blurry.

Finally, En. Anas emphasises that in order to avoid future issues, no changes should be made to the background design but rather must be made to the effect layer.

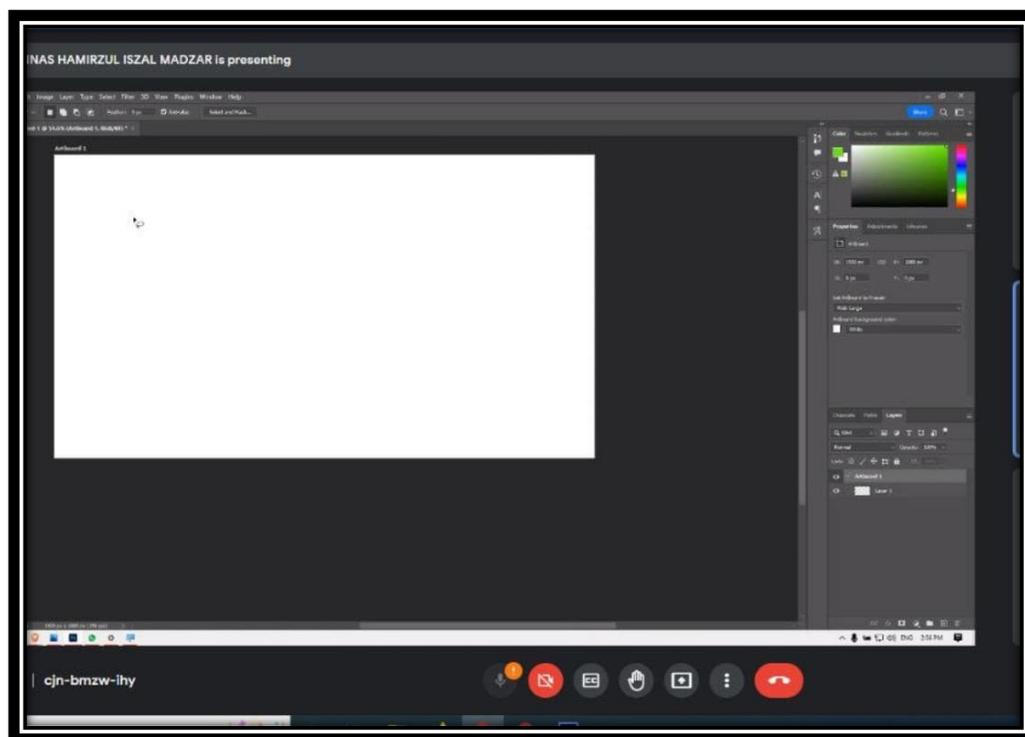


Figure: Basic graphic design class with En. Anas

c. Understand DCCS system

We trainee was brief by Encik Alif on of the IT expertise at PTAR KPA about how learn to use the DCCS system which is the Diversified Computer Controlling System to turn on and off the computer in the computer lab. Encik Arshad tell us about this system that can generate student usage statistics from the beginning to the end of the semester. This system uses pay and print, monitoring plan & printing.

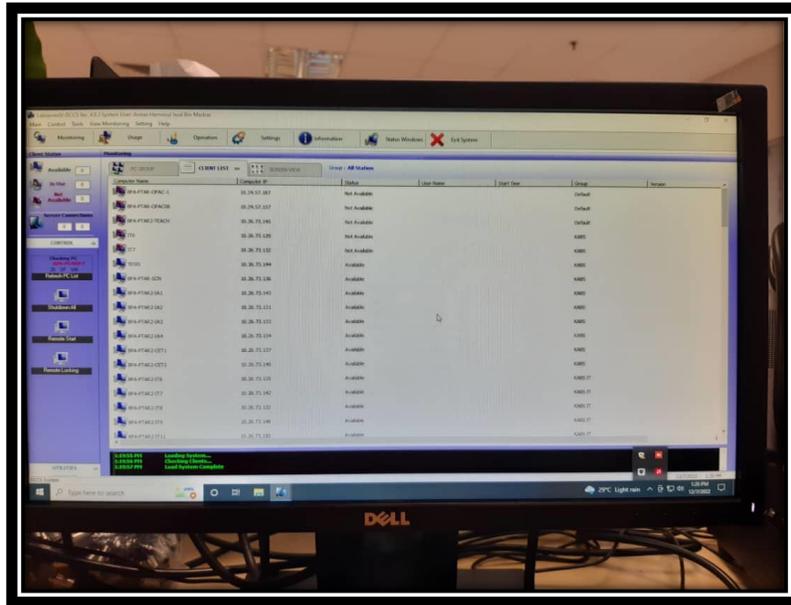


Figure: DCCS interface

3.1.7 Unit Penyelidikan, Pembelajaran dan Rujukan

Introduction

Unit Penyelidikan, Pembelajaran dan Rujukan is responsible for manage reference service whether in physical and online form as an instance for references services like ‘Chat with Librarian’. Other than that, they supposed to give an information literacy program to brief student on how to find article or journal at database. Beside they need to update and coordinate social media section like facebook, Blog, Twitter and youtube. They also manage indexed journal review.

Task performed by the researcher.

The duty started from 16 June until 29 June 2022. The list of task is show as below:



a. Online Database Class

We trainee were entrusted to brief about how using database. This class module more focus to any type and feature on database. This class is crucial because Perpustakaan Tun Abdul Razak Puncak Alam will subscribe data that provided by certain database for student or library user so ease to them to find out any database that meets their need.



Figure: Online Database Class

b. Review H-Index and Article Citations

We industrial training students are responsible for updating the profile of each article author through h-Index and through the total number of users of the article. Most of the authors of this article are lecturers with backgrounds in various faculties. This article is written as evidence of their research as long as they carry out their research activities they will write their findings in this article.

Validation Of Index Publication VIP		Pablon ID		Google Scholar			SCOPUS			WoS	
Kampus	Fakulti	Pablon ID	Orcid id	ID	h-index	Citation	ID	h-index	Citation	ID	h-in
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	-	-	-	-	-	-	39749653	1
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	-	-	-	-	-	-	-	-
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	0000-0001-7444-9036	neW45kAAAAJ	18	1237	-	-	-	-	1762660	2
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	-	-	0	0	-	-	-	-
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	deZphw0AAAAJ	9	312	-	-	-	41249897	C
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	-	-	-	57205270658	1	2	28695768	1
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	-	-	-	-	-	-	-	-
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	-	-	-	-	-	-	29214447	C
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	-	-	-	-	-	-	-	-
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	DvammXwAAAAJ	6	230	53863850200	4	60	44585524	1
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	4472888	-	-	-	-	-	-	-	17046367	2
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	qoqjyp8AAAAJ	12	395	26646937500	2	16	2268406	5
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	-	-	-	-	-	-	4187184	5
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	0000-0002-4357-6865	W66Y4eSAAAAJ	2	7	57222716829	0	0	0	11832962	1
UITM KAMPUS PUNCAK ALAM	FAKULTI SENIBINA PERANCANGAN DAN UKUR	-	-	-	-	-	-	-	-	-	-

Figure: List validation of index publication

c. My Jurnal

We are instructed to upload all detailed information related to the issue of the Journal manually on the 'My Jurnal' website. This 'My Jurnal' website need an account to upload it so we just actually use one the staff id to get access to it and later on complete upload the detailed information.

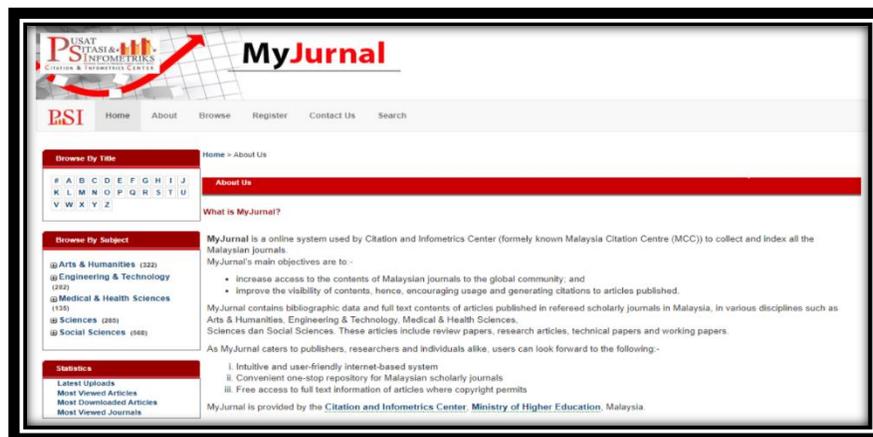


Figure: My Jurnal Interface

3.1.8 PTAR Kompleks Alam Bina

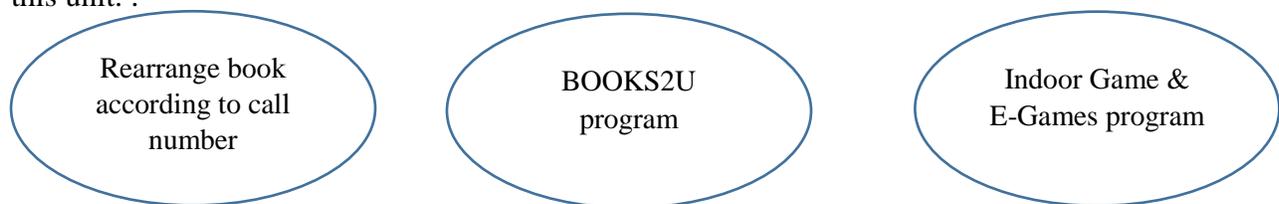
Introduction

The Architecture Collection was first established in 1972 at the Tun Abdul Razak (Main) Library. PTAR Alam Bina offers various services and information resources to support learning and teaching as well as assist students, researchers and staff in completing academic activities from the Faculty of Architecture, Planning and Surveying.

This unit was handle by one librarian who is Puan Norliza Othman and assist by three librarian assistant.

Task performed by the trainee

The trainee was assigned at this unit start from 30 June until 13 July 2022. At this unit, the trainee was given task to handle an activities that being carried out at this unit. There are the task given at this unit. :



a. Rearrange book according to the call number

We trainee were given task at PTAR Kompleks Alam Bina was to rearrange book according to call number. They have ten shelf and each shelf represent different call number, different subject materials and different types of materials. This happen because most of the book represent subject for architecture course and art and design course.



Figure : One of the trainee arrange books at trolley

b. BOOKS2U Program

Date: 7 July 2022

This program was being organized by PTAR Kompleks Alam Bina. We trainee were assigned to assist the staff on duty here to do a setup for amount of book for this program. This program was meant to be encouraged student to read all of book being offered for this program beside reading culture will be empowered back . Next, student can borrow books, returning books, checking general library information and also delivering books. Among the books provided was novels in Malay and English.



Figure : One of the visitors check on novels

c. Indoor & E-Games program

Date: 7th July 2022

This program was organized by PTAR KABS but being managed by trainee. Before this we're done for our special project but this time all of trainee were conducting under one program at PTAR KABS. Despite at that time all of architecture student and art and design student are busy with their final project but still spend some times to joining our program. Among the activities held are Blokus, Congkak, Dam Ular, Dam Haji, Dominoes, Carrom and also playing Playstation

4



Figure: Visitor playing 'Tekken'



Figure : Visitors playing 'Congkak'

3.1.9 Unit Jilid

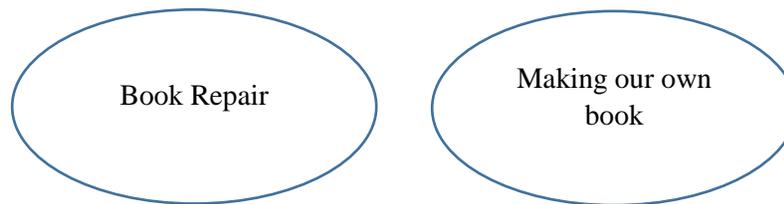
Introduction

Among the units whose role is no less important in library services is the Volume Unit. The role of the Volume Unit at PTAR KPA is to save materials from damage, maintain the durability of materials and extend the life of reading materials. This unit was managed by one staff who is En. Mohd Sarapi Samah and this unit was under management of 'Unit Arkib'.

Task performed by trainee

The trainee was assigned at this unit start from 14th July until 27 July 2022. At this unit, the trainee was given opportunity in the process of books preservation. Besides that, we also have opportunity

to do our own books by using books preservation technique. There are the task given by En. Mohd Sarapi Samah are:



a. Book Repair

While we were on duty here, En. Sarapi gave a little briefing on how the book conservation process works. Next, he directed us to do book conservation work with the aim of us learning how to repair books according to the steps he told. He stated that the binding of Library materials is a binding created specifically for the needs of Library services. This volume is very concerned with the durability of the book for circulation, loan and reference.

In addition to that, the interest of the user is the main factor in the creation of this volume. The intended user's interest is that when the book has been bound perfectly, then the book should be easy to open flat, the gold applied print should be printed brightly, the seam space between the text and the cover (margin) should be spacious.

- **Steps of binding the book**

1. Tear off the pages of the book.
2. Trim the spine of the book only a little
3. Punch (if damaged, punch 7/5 holes according to the size of the book, according to the odd number.
4. Sew using side stitch. (But actually there are 3).
5. Paste a simile paper or end paper.
6. Bookpress setting (Machine bookpress for book spine glue).
7. Scrape the spine (excess glue)
8. Cutting machine, cutting the head, legs and chest to make a book cover.
9. Cut the strawboard
10. Tidy up using headband, mullcloth and brown papers.
11. Cut acrolin

12. Stamping on the spine of the book, because the order of the book is to accompany the purpose is to write the title of the book.

13. Glue join.

- **Types of stitch**

1. Overcasting stitch – Using for journal especially those who tick.

2. Side stitch – using for books.

3. Saddle stitch – using for comics books.

- **Materials in binding**

1. Bodkin

2. Bone folder

3. Binding brush

4. Knocking down iron

5. Scissors



Figure : Trainee sew book using 'side stitch' technique



Figure : Trainee glue book on book press machine

b. Making our own book

En. Sarapi give us a project which is do our own book by using binding steps. This books was an act of appreciation since we work here together for repairing books and also as sentimental value for us trainee since this unit was our last unit to assigned for.



Figure: My own books

3.2 SPECIAL PROJECT

3.2.1: Special project

To complete the requirements for their topic, each trainee must complete the special project. It is also a crucial component of the industrial training report since it allows students to demonstrate their grasp of the material covered in class. The lecturer supervisor will evaluate this project.

E-GAMES@PTAR : FIFA 21

Date: 29 June 2022

Location: PTAR KPA Lobby

This programme is set up to give students a place to showcase their skills in video games while also fostering a wholesome and supportive social environment. The initiative can also boost the number of pupils that use the library. This program was organized by me trainee as a 'special project' program. A total of 29 students participated in this program.

E-GAMES is a phenomena that become popular among youngsters because today most of these youngsters have been exposed to video game and some them have been familiar with video game since their childhood. The game was been played by using electronic console such as Playstation 4 and Xbox X. The game that have been choose for these e-games program was FIFA 21 which is football game that consist many popular football club for 2021 season.

The Puncak Alam Campus PTAR's E-GAMES programme offers suggestions for how to set up a gaming facility. By offering a venue for amusement, this programme can indirectly enhance the library's reputation as a visitor-friendly location. The amusement space serves as a place for students to unwind after a long day of studying by playing games the library provides.

Objective of this project :

- Providing a technological medium for university students to produce students who excel in the field of IT.
- A suitable mechanism to promote PTAR UCS new services, collections and facilities.
- As a platform students want to show their talent in video games at the same time can create a healthy and positive social atmosphere.
- Giving students the opportunity to experience playing E-GAMES.

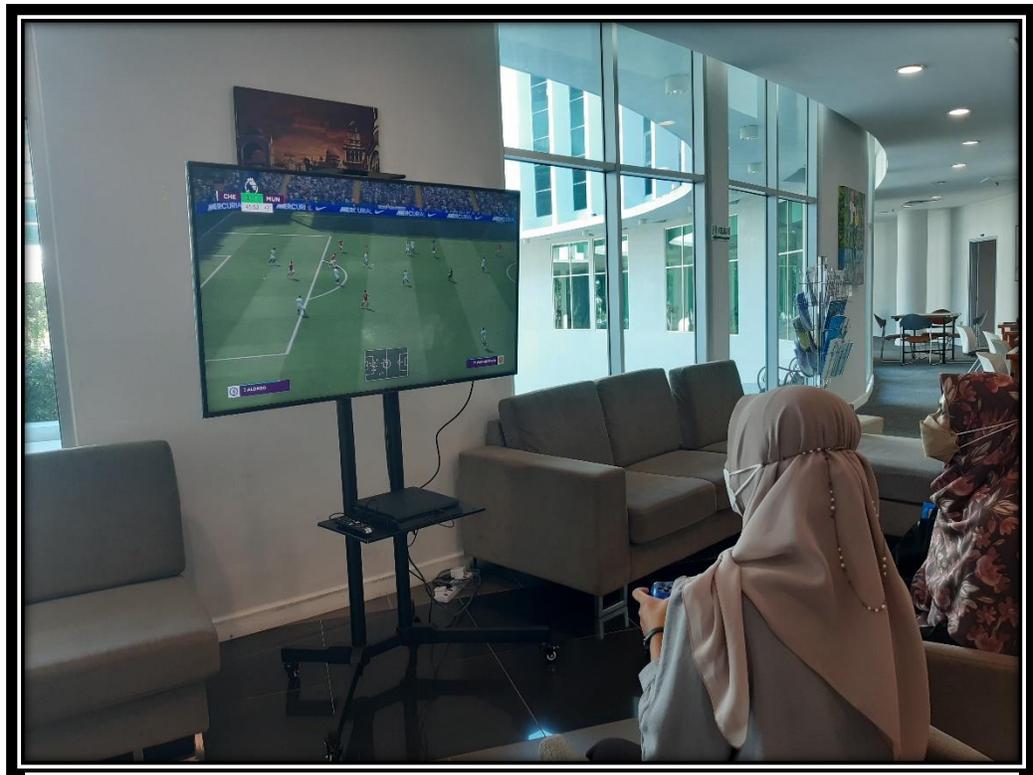


Figure: Puncak Alam student playing e-games

Task done by the trainee

- First, the trainee makes a discussion with the supervisor about this project and asks the supervisor to get permission at date 29 June 2022.
- Next, the trainee makes a paperwork to application for budget.
- The trainee design a poster to promote this special project.
- The trainee makes preparation that includes printing and wrapping gift.
- The trainee make a set up preparation for the program.

Workflow of this project

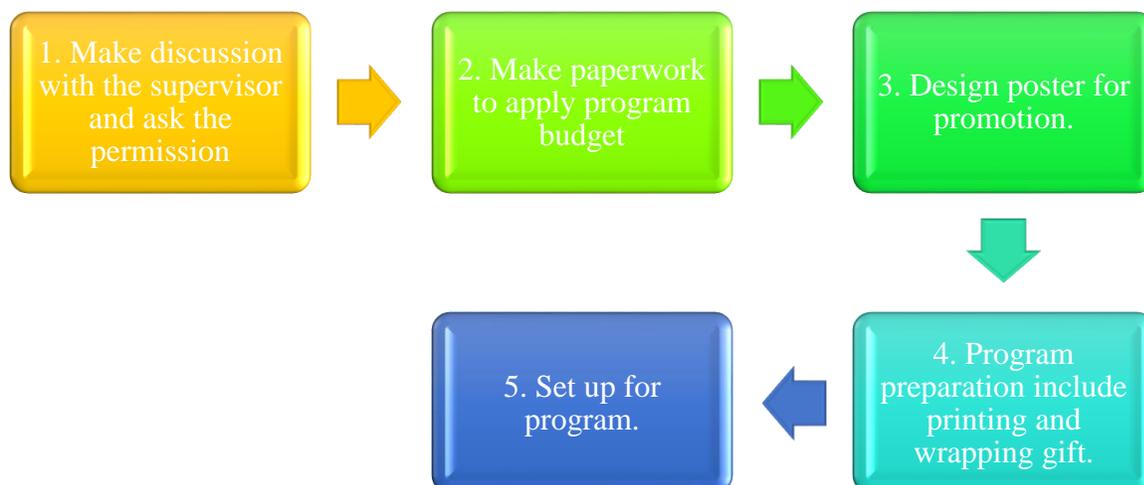


Figure : Workflow of E-GAMES program

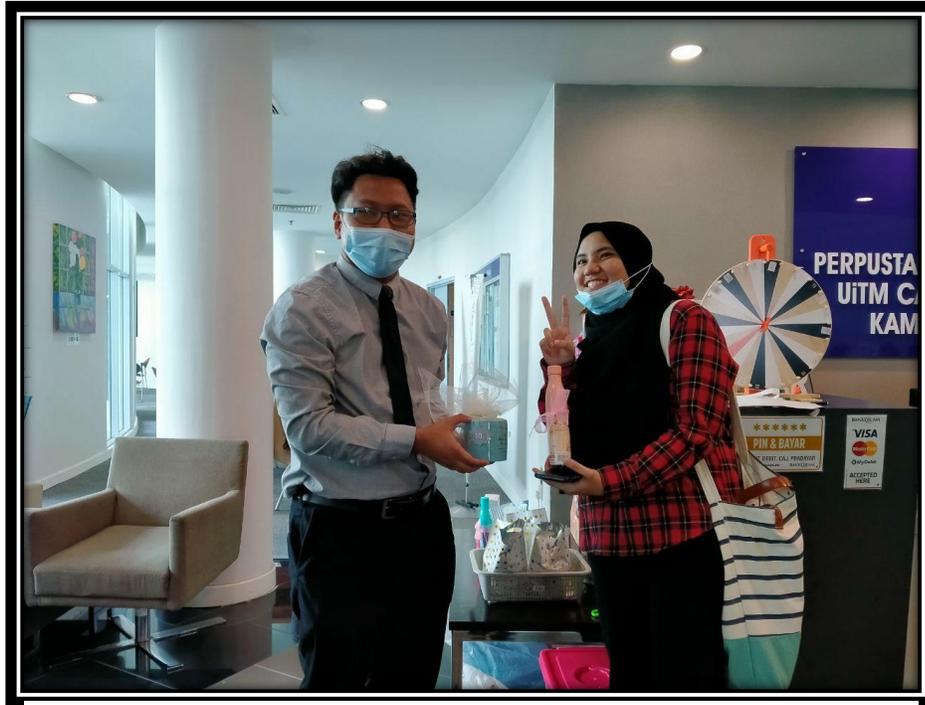


Figure: Participant that receive gift



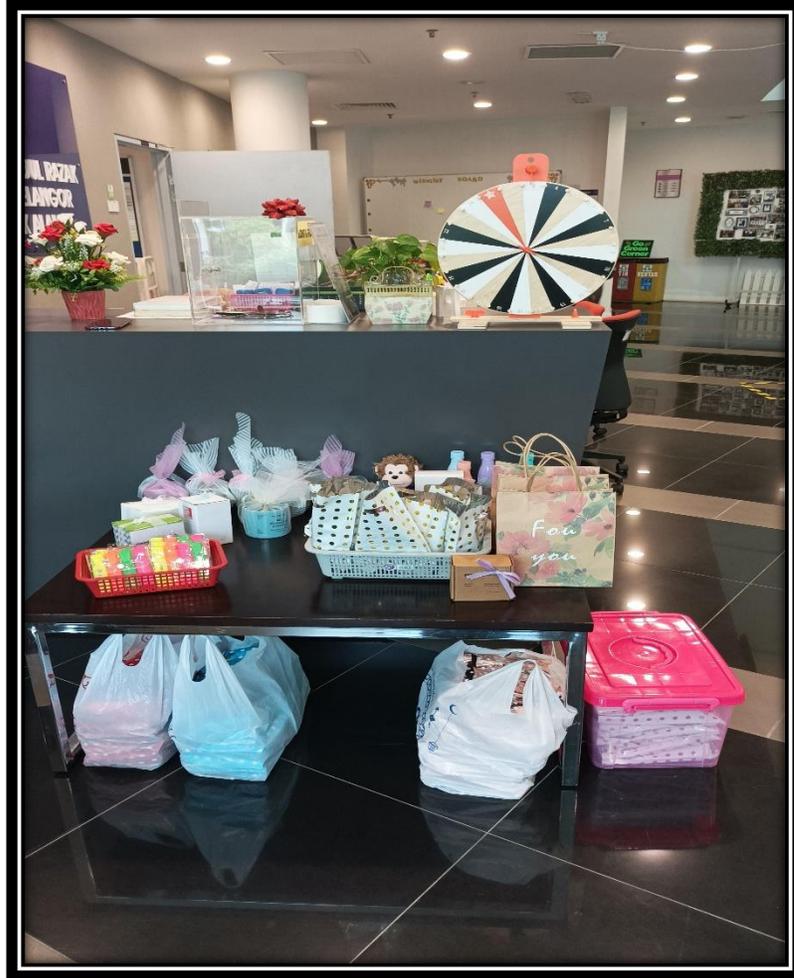


Figure: Wrapping gift

3.3: EXTRA ACTIVITIES

3.3.1 “Bengkel Pengurusan Organisasi Pengawas Pusat Sumber & Kem Jawi Di Hatiku”

Date: 24th March 2022

This program is a collaboration between PTAR Puncak Alam Campus under the Customer Service and collections Unit and *Sekolah Kebangsaan Puncak Alam*. The principal of SK Puncak Alam and the rector of UiTM Puncak Alam inaugurated this programme.

Puan Hafizah asked for help from us intern students to help PTAR Puncak Alam staff in managing the program by being a facilitator for the My First Step@PTAR activity. We were tasked with leading a group of Puncak Alam national school pupils through the exercise of utilising OPAC to find materials.

The activity begins with a search for the book's title in the OPAC, after which we will dash to the shelf where the book is located. On a piece of paper that contains a list of books to be looked for, we will then write down the call number of the book. The books on this list change depending on the group.

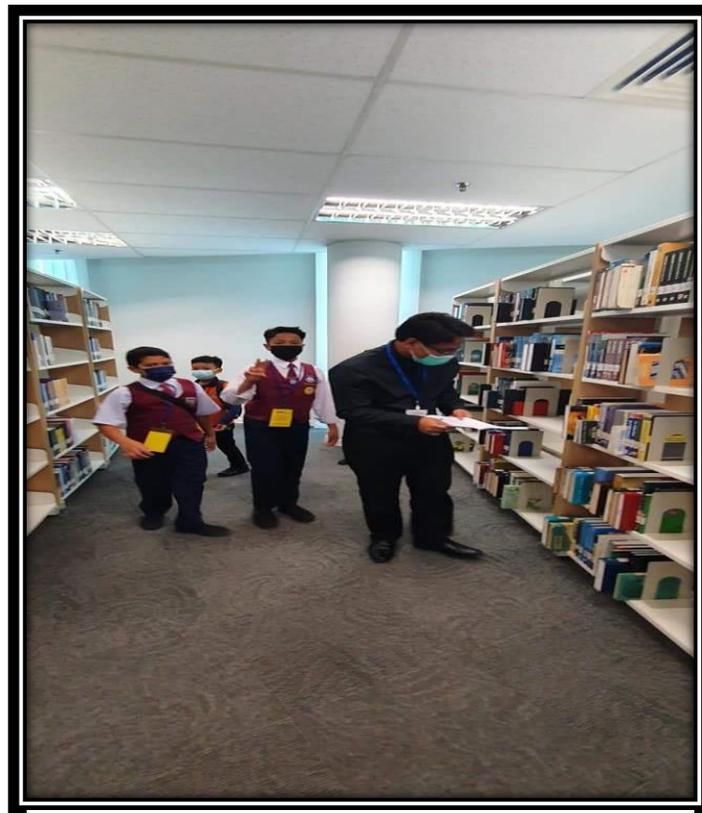


Figure : Trainee handle SK Puncak Alam student

3.3.2 “Program Jom Sihat PTAR UCS SIRI 1”

The Staff Welfare Club planned this programme. A total of 30 PTAR employees, including PTAR Kompleks Alam Bina, were involved. This initiative aims to promote a positive work environment among UCS PTAR employees. Short-distance jogging and aerobics, led by intern students, are two of the exercises done.



Figure: Intern Student Led aerobics



Figure: Short distance Jog

CHAPTER 4.0 :
INDUSTRIAL TRAINING REFLECTION

4.0.1 :Application of Knowledge, Skills and Experience In Undertaking The task

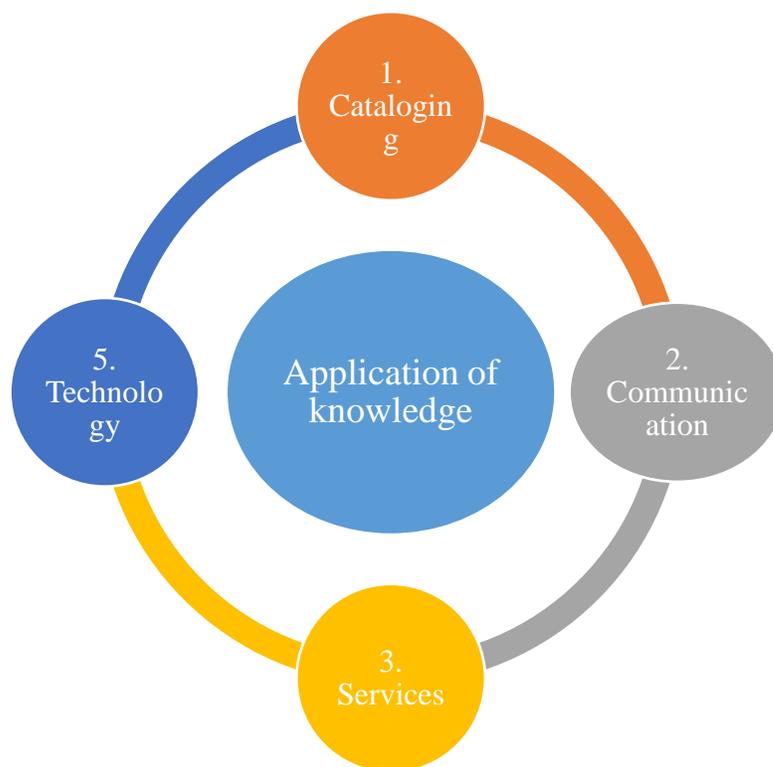


Figure : Application of knowledge

Through five months industrial training at Perpustakaan Tun Abdul Razak Kampus Puncak Alam, the trainee gained a lot of knowledge about the library management. The information management faculty has developed a solid course outline that will be very beneficial in the workplace. so that the trainer can successfully complete the industrial training.

a. Cataloguing

Since the student has learned about a wide range of topic cataloguing throughout their lectures, it is now simpler for the student to comprehend the tasks assigned by the staff. The student must enter the bibliographic data for the library's holdings. The trainee is finding this task to be simple, the trainee already knowledgeable about this job during lecture because they have learn it in subject computerized cataloguing. However, during the practical training, the learner must enter the

bibliographic data into the library's system in accordance with the instructions. Perpustakaan Tun Abdul Razak Kampus Puncak Alam have used they system that called LibSys system.

b. Communication

Communication is crucial during the industrial training. To make the work easier for the trainee to complete, the trainee must have solid communication skills. As is well known, in order to fulfil their industrial assessment, the trainee must perform a special project. In order for the trainee to discuss their project, communication is crucial. Besides, it is not all about to do the special project only.

The trainee need to be excellent in communication is for the library's user. This is because as a librarian we need give the user right and accurate information.

c. Services

The key element that might make a library user feel at ease is the services offered by the library. The trainee must provide the greatest services possible to the user, especially if they are the trainee working at the service counter. The student must understand how to amuse library patrons. Because they learned it during their subject-related library and information services lesson, it was simple for the trainee (IML 455). They can apply what they have learnt into their working environment.

d. Technology knowledge

If the student does not have industrial training, they will not be able to master library technology such as the WILS system that was used previously. Consequently, the learner gains a wonderful experience. The librarian gave instruction on how to use the system to trainees during industrial training. Along with that, trainees might learn about new systems like security gates.

4.0.2 : PERSONAL THOUGHTS AND OPINION

4.2 Personal Thoughts and Opinion

I discovered that the final-year students benefit from industrial training. This is due to the fact that it enables the trainee to improve their talents and career in a fruitful method in the future. The exposure to the real work environment that occurs throughout industrial training can help the student understand how the real work environment operates and help the trainee be prepared for the future.

It is advantageous for the student to participate in industrial training since it allows them to put the theoretical knowledge they have learned in class into practise. It demonstrates whether or not they truly comprehend what they are taught. Additionally, students can learn more during the industrial training than they can in a lecture.

Additionally, industrial training can provide the trainee with experience. They can apply that experience to their future career. The trainee's intended experience is experience that will be shared with users. To provide users with accurate knowledge, the trainer must communicate with them. A trainee who is required to interact with users is stationed at the reference counter during the industrial training. so that it can aid students in developing communication skills that they cannot acquire during lectures.

Last but not least, industrial training will boost my confidence. This is because I need to have the courage to present the chief librarian with my concept for a unique project. I must have faith in my idea, whether it is sound or not. In addition, I have to work with the other employees at the Perpustakaan Tun Abdul Puncak Alam Campus during my industrial training at this company.

4.0.3 LESSON LEARNT

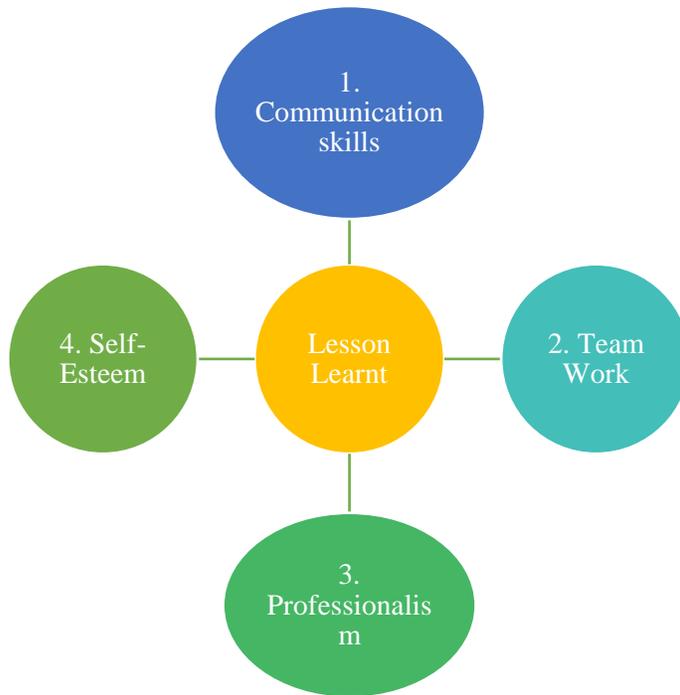


Figure :Lesson learnt

Industrial training is a means of exposing students to the realities of the workplace. For students who have some work experience, learning about the workplace environment is beneficial. The student had a variety of lessons during industrial training.

a. Communication

The trainee gains communication skills with every employee. There are various ways to communicate with senior management and regular employees. Because they are all younger than the trainee, it is crucial that they learn to appreciate the entire personnel at Perpustakaan Tun Abdul Razak Puncak Alam Campus. Additionally, develop your communication skills, particularly when working at "Unit Perkhidmatan Pelanggan & Koleksi." It's because these two units always need to interact with users and help learners enhance their communication abilities.

b. Teamwork

Through a unique project carried out as part of this training, the trainee developed teamwork skills. For instance, the E-GAME: FIFA 21 project calls for cooperation skills from the student in order to split the assigned tasks. Additionally, the trainee performs the task responsibly and is able to finish it by the deadline.

c. Professionalism

Professionalism is a competence that the learner acquires during industrial training. Government institutions typically have a professional attitude and appearance. The student has picked up a lot of professionalism lessons, particularly regarding dress. At the faculty, the trainee always dresses casually and only dons formal clothing for important occasions or presentations. However, when undergoing training, the student must always present a professional image by dressing appropriately to visit the library. In addition, the trainee continually keeps in mind that in order to develop professionally skills, one should respect and treat others well. Additionally, it will generate a harmonious office environment.

d. Self-Esteem

In addition, the learner developed self-esteem skills while receiving training at PTAR KPA library. As an illustration, developing a unique project for the library has improved trainees' self-esteem. To put it another way, the employees must have a sense of personal control over their work and their activities at work. They can then make suggestions for changes or offer feedback on their work. It also has to do with self-assurance. When we are capable of acting with confidence, we may raise our self-esteem, which will make life easier.

4.0.4: LIMITATION AND RECOMMENDATIONS

During five months through industrial training at Perpustakaan Tun Abdul Razak , trainee saw a lot of shortcoming that organization need take as important things to be repaired. The organization need take a fast action before becoming serious matter. There are some limitation and recommendations that will be list by the trainee.

- **CCTV**

- **Limitation:** During the trainee through the industrial training, trainee had the experience those library materials like book, novel, comics and magazines being torn apart and the condition of the book is not very good. With the presence of CCTV we can identify the person who tore up the book. Other than that, missing items were not seen by staff members or trainees while they were on duty since they were located in a difficult-to-see area between the shelf and the bay. The personnel might not notice as a result.
- **Recommendation:** CCTV must be installed by the organisation to prevent users from readily stealing library materials. CCTV is crucial since Perpustakaan Tun Abdul Razak Puncak Alam Campus is open during a break, thus it will take over monitoring the library. If something were to happen in the library, the CCTV footage might also be used as proof.

CONCLUSION

In conclusion, I'm happy to have been assigned to the Perpustakaan Tun Abdul Razak Puncak Alam Campus for my industrial training, to sum up. This is as a result of the excellent employee cooperation and services. Additionally, it might get a great deal of knowledge and experience during the industrial training. The trainer may become more assured and prepared for the actual task as a result.

For all students and academicians, the Perpustakaan Tun Abdul Razak Puncak Alam Campus is a crucial location because of the services and amenities the library offers. As a result, it is clear that the library is a significant institution that can provide the users' needs for knowledge and information.

Additionally, the industrial training will make the trainer aware of how to use the abilities to avoid any issues. With all the experiences gained during industrial training, the instructor might become more self-assured and optimistic for navigating the real work environment. Due to their experience, the trainer will be more knowledgeable about what is possible and what is not in the real world of work.

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UiTM (2020) Profile@UCS. Retrieved from <https://ucs.uitm.edu.my/index.php/corporate/profile>

UiTM (2020) Carta Organisasi Perpustakaan Tun Abdul Razak : Cawangan Selangor Kampus Puncak Alam. Retrieved from <https://puncakalam.library.uitm.edu.my/ptar-services/116-ptar/eksa/173-cartaorganisasi>

APPENDICES

KERAJAAN MALAYSIA

A No. ARIF ZULHAKIM ZULKIFLIE

BAHAGIAN:

BULAN: MAC 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1		7:19				
2	7:58	7:04				
3	7:58	7:07				
4	7:54	7:01				
5						
6						
7	7:50	7:00				
8	7:51	7:02				
9	7:53	7:02				
10	7:56	7:01				
11	7:56	7:01				
12						
13						
14	7:48	7:02				
15	7:53	7:01				

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

B No. ARIF ZULHAKIM ZULKIFLIE

BAHAGIAN:

BULAN:

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	7:55	7:01				
17	7:55	7:00				
18	7:54	7:29				
19						
20						
21	7:55	7:01				
22	7:57	7:01				
23	7:49	7:50				
24	7:44	7:02				
25	7:56	7:01				
26						
27						
28						
29	7:47	7:03				
30	7:48	7:02				
31	7:55	7:02				

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

A No. NAMA: ARIF ZULHAKIM B. ZULKIFLIE

BAHAGIAN:

BULAN: APRIL

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7:58	8:17:00				
2						
3						
4						
5						
6						
7						
8	7:45	8:16:32				
9						
10						
11	7:46	8:16:32				
12	7:46	8:16:32				
13	7:47	8:16:31				
14	7:45	8:16:31				
15	7:46	8:16:32				

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

B No. NAMA: ARIF ZULHAKIM B. ZULKIFLIE

BAHAGIAN:

BULAN: APRIL

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18	7:48	8:16:32				
19						
20	7:45	8:16:31				
21	7:50	8:16:32				
22	7:48	8:16:33				
23						
24						
25	7:45	8:16:31				
26	7:44	8:16:31				
27	7:39	8:16:32				
28	7:43	8:16:31				
29	7:45	8:16:31				
30						
31						

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

A No.

NAMA: Arif Zulkhikim b. Zulkiffie

BAHAGIAN:

BULAN: Mei

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3						
4						
5						
6						
7						
8						
9	08 7:58	017:00				
10	10 7:53	017:01				
11	11 7:43	017:01				
12	12 7:39	017:00				
13	13 7:47	017:01				
14						
15						

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

B No.

NAMA: Arif Zulkhaim b. Zulkithe

BAHAGIAN:

BULAN: Mei

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17	7:46	17:00				
18	7:46	17:01				
19	7:41	17:02				
20	7:44	17:03				
21						
22						
23	7:54	17:02				
24	7:51	17:01				
25	7:45	17:02				
26	7:46	17:02				
27	7:42	17:02				
28						
29						
30	7:54	17:02				
31	7:52	17:02				

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

A No.

NAMA: Anif Zulhakim b. Zulkeffie

BAHAGIAN:

BULAN: Jun

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7:52	17:02				
2	7:56	17:00				
3	7:49	17:04				
4						
5						
6						
7	7:44	17:01				
8	7:47	17:02				
9	7:52	17:00				
10	7:53	17:11				
11						
12						
13	7:48	17:02				
14	7:56	17:01				
15	7:52	17:00				

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

B No.

NAMA: ARIF ZULHAKIM B. ZULKIFLI

BAHAGIAN:

BULAN: Jun

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	7:49	17:02				
17	7:51	17:01				
18						
19						
20	7:50	17:18				
21	7:54	17:00				
22	7:53	17:08				
23	7:46	17:02				
24	7:53	17:02				
25						
26						
27	7:51	17:10				
28	7:51	17:18				
29	7:47	17:08				
30						
31						

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

A No.

NAMA: Arif Zulhakin b. Zulkiffie

BAHAGIAN:

BULAN:

Julai

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14	9:00	17:04				
15	7:48	17:11				

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

B No.

NAMA: *Arif Zuhakim b. Zulkifli*

BAHAGIAN:

BULAN:

Julai

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18	8:01	17:09				
19	7:56	17:02				
20	7:53	17:09				
21						
22	7:57	17:10				
23						
24						
25	7:52	17:19				
26	7:58	17:10				
27	7:49	17:10				
28	7:52	17:22				
29	7:50	17:24				
30						
31						

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

KERAJAAN MALAYSIA

A No.

NAMA: Arif Zulhakim b. Zulkiflie

BAHAGIAN:

BULAN:

Ogos

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	8:05	17:05				
2	7:54	17:13				
3	7:57	17:06				
4	7:52	17:12				
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

PRACTICAL TRAINING LOG BOOK



PRACTICAL TRAINING
LOG BOOK

Instructions

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

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

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

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

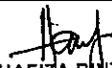
1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the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

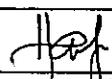
Recording

The log book should contain the following information:

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

Date	Exact Nature of Work Done	Supervisors Remarks
1/3/2022	- Brief by Puan Siti Fazlina Binti Mohamed Raffi about Ptar in	
	Kampus Puncak Alam. She brief about how many Ptar in UiTM	
	Selangor. She also explain about the attire and work etique during	
	Work at here.	
	- We were bring to tour around Ptar UiTM Puncak	
	Alam. We were introduced to each staff that worked around Ptar	
	UiTM Puncak Alam.	
	- Later on we were give a timetable which is	
	We do the tasko according to the timetable also we will exchange a	
	lot of department at Ptar UiTM Puncak Alam.	
	UNIT PERKHIDMATAN PELANGGAN	
2/3/2022	- The second day we were taught on how to rearrange book	
	On shelf according to LCC rules by Encik Bakar. He taught us	
	arrange	
	Book begin with left to the right.	
	- We were task on the front desk and teach on how	
	To greet visitor in Ptar. We also being brief about the situation in	
	Ptar during peak visitor.	 HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
3/3/2022	- At 8 in the morning we were task to arrange book	
	At 3 rd floor. After that we were given task to count how many shelf	
	And bay on each shelf at the 4 th floor.	
	- Later on, we were task to do a floor plan on Ptar	
	We sketch from 2D design by using Powerpoint only after that we	
	print out to show to Encik Bakar and get his approval.	
4/3/2022	- We do rearrange the book on the shelf after that we	

	continuing do the floor plan.	
7/3/2022	- I meet with Encik Arshad to discuss about the important of PFI and Differentiate 1D and 2D Barcode.	
	- Encik Arshad brief about UiTM autonomy. We were given the task define the meaning of autonomy in organization after that come to Meet him again to discuss it on.	
	- Puan Hafizah calling us to brief about special project in Ptar library. So we take note because later on we will start making out plan for Special project.	
8/3/2022	- I do a previous task which is floor plan by made improvements to my floor plan to make it look neater than before.	 HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	- I'm being ordered to take note the call number of each shelf that I go through. These call number represent subject of book that arrange on that shelf.	
9/3/2022	- I arrange book on the book cart which is I already separate between oldest collection start from 1999 and below with collection that begin with 2000 and above.	
	- I and my partner do the tagging on the book to rearrange because tomorrow we will do make a shelf shift.	
10/3/2022 -	- Today I made a shelf shift along with the rest of the staff. I along	
11/3/2022 -	With the other staff worked together to lift the shelf and stack shelf	
15/3/2022 -	According to the instructions from Mr Bakar.	
16/3/2022	- After we do the shelf shift we just arrange the book that we lift out	

	Earlier back to those shelf that already being shift.	
	- I along with another staff we do rack installation on level	
	4 Ptar UiTM puncak alam. We made the installation of two book	
	Shelf.	
	- made a shelf shift on level four for retro collections as well	
	as references.	
	- I was being given task by Puan Hafizah to double check material on	
	" Libsys" either it status on shelf along with correct location given or	
	not.	
	- I was tasked to take look at the front desk, later on the evening	
	I going on the 4 th floor to rearrange the book back to shelf.	
17/3/2022	- Puan Rahimah teach me on how to changes the status	 HAFIZA BINTI MUSTAFE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	material from OS (Open Shelf) to RET (RETRO).	
18/3/2022	- Puan Hafiza brief about unit that already establish on	
	PTAR Kampus Puncak Alam. She tell me about the history on	
	PTAR Kampus Puncak Alam for what achievement that already	
	Achieve by PTAR Kampus Puncak Alam.	
	- Puan Hafiza also briefly explain about function of those unit which	
	is achievement on each unit.	

	- Having a discussion with Ts. Encik Hamidi to explain about each department function. He also stated how many PTAR branch at Kuala Selangor region.	
	- He briefly explain on how communicate during interview for job also during presentation.	
	- He stated that budget given by government to spent on library must use it wisely and make sure it finish off spent on library development.	
	UNIT PENTADBIRAN & ARKIB	
21/3/2022	- I do task at archive unit by written down IC number and student number. After that,	
- 22/3/2022	I do scanning file that containing previous student bio data.	
- 23/3/2022	- Cik. Kamarunisa teach me on how do a scanning and how to handle an archive task.	
	- I do a scanning on a file and later on	
	I clarified those document from that file by write on student ID no. later put on the file that I save on computer.	
	- Puan Hafiza brief us about an event that take place at PTAR UiTM Puncak Alam. At the evening we were do a little rehearsal for event happen on tomorrow.	


 HAFIZA BINTI MUSTAPE
 Pustakawan Kanan
 Perpustakaan Tun Abdul Razak
 UiTM Cawangan Selangor
 Kampus Puncak Alam

24/3/2022 -	- Me and other intern student are given task to handle event	
	that involve student from Sk Puncak Alam. The activities were given	
	like fast reading workshop, My first step @ PTAR which is I were brief	
	on how to find book by using OPAC on the student Sk Puncak Alam	
	and last one were book review.	
25/3/2022	- I do attend a program called "MAU'IZAH" that organized by Unit	
	Hal Ehwal Islam. It was given a simple talk by Ustaz about how	
	Important to take look on your prayer and it will effect on your	
	Daily life.	
29/3/2022	- I do a daily task which is scanning and rewrite it by using student	
	Number.	
	Pn Siti Fazlina	
30/3/2022	- I do join a program that organize by	
	Encik Alfarabie was speaker who gives a talk about on using	
	multimedia such as canva, adobe illustration and smartmockups	
	to editing our work.	
	- He stated on how much packages on these apps because it	
	Require a cost to get fully access on those apps.	
8/4/2022	- I do join a program that organize by :	
	about sharing a knowledge session that presented by staff that	
	work at PTAR UiTM UCS campus .	
	- The program briefs on the tasks to be performed by UCS	
	branch librarian staff. Mr Faris gave a briefing on the library's	
	strategy	

SITI FAZLINA BINTI MOHAMED RAI
 Pustakawan Kanan (S44)
 Perpustakaan Tun Abdul Razak
 Universiti Teknologi MARA
 Kampus Puncak Alam
 42300 Bandar Puncak Alam
 Selangor

PERSEKUTUAN
 LOG BOOK

	to achieve their targets.	
	- This sharing session will be delivered by: 1. Mr. Fariz Azuan Harun - PTAR Puncak Alam Campus 2. Mr. Muhamad Faiz Abdul Ghafar - PTAR Dengkil Campus. 3. Mr. Amirul Hakim Bin Raup - PTAR Sungai Buloh Campus. 4. Mr. Muhammad Firdaus Kamaruddin - PTAR Puncak Perdana Campus	
	- Objective of this session is to improve communication skills among	
	the implementing staff. In turn, increase self-confidence in the	
	delivery of information.	
	- Pn Fazlina brief to us about function chart in the library of Tun	
	Abdul Razak Selangor Branch. She briefly explain function of	
	each department in PTAR library and their task according to	
	their department.	
	SITI FAZLINA BINTI MOHAMED RAHFI Pustakawan Kanan (S44) Perpustakaan Tun Abdul Razak Universiti Teknologi MARA Kampus Puncak Alam 42300 Bandar Puncak Alam Selangor	
	UNIT PESANAN BAHAN	
11/4/2022	- Encik Anuar explained about the function of the Material Ordering Unit to me. He also explained to us what the duties of this unit were carried.	
	- Pn Roziwaty taught us how to create cataloging in the libsys system.	
12/4/2022	- I begin to do a cataloguing by using libsys system. I catalogue book that being ordered previously.	
	- I started exploring what was in the libsys system.	
		MOHD ANUAR MOHD MAASOR Pustakawan Kanan Perpustakaan Tun Abdul Razak UTM Cawangan Selangor Kampus Puncak Alam

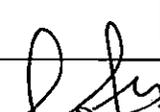
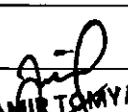
PERPUSATAAN
LOG BGM

13/4/2022	- Encik Fariz describes how the material ordering process takes place	
	Between the library and the vendor. He explains for material	
	Purchasing the first thing to consider is price and the price	
	should be reasonable and affordable. This consideration was based	
	on set standard.	
	- The vendor is supposed to send their quotation to the	
	Library for make decision either to purchase or not.	
	this will be brought up at the meeting once the quotation process is	
	finished	
	- The order form will be emailed to the vendor email and after the supplier receives the email, they need to make the delivery within 3 months.	
	- If the vendor fails to make the delivery within 3 months, then	 MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	the library can cancel the purchase and the vendor will get an	
	unsatisfactory reputation.	
	- For the purchase request made by the library, Mr. Anuar has given	
	a quotation to the vendor. The library will make a purchase if the	
	the price offered is reasonable. After making the purchase they will	
	have a meeting under "MJKPBM"(Mesyuarat Jawatankuasa	
	Pembelian Buku & Majalah).	
14/4/2022	- I attended a coffee talk with Rozie program that took place at	
	PTAR. This program aims to discuss prominent issues such as	
	electricity saving, disabled friendly facilities and innovations from	
	UiTM in supplying electricity through solar technology.	
15/4/2022 -	- Pn. Rozi taught me how to do catalogue a book who purposely	

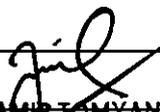
18/4/2022 -	as a gift. The process is still the same as previously catalogue only	
20/4/2022 -	You need to do this task by clicking on gift/ad Hoc section on Libsys	
21/4/2022 -	System.	
22/4/2022 -	- I learn on how to recognize process for the book that purposely as a	
25/4/2022 -	gift. First, you must do fill in the tagging on the book after that you	 MORD ANUAR MORD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
26/4/2022 -	will confirm the information on the book and classified as a gift.	
27/4/2022 -	Finally, you do label the book that you already do by writing on	
28/4/2022 -	their classification numbers.	

29/4/2022		
	UNIT HARTA INTELEK	
4/5/2022	- For the intellectual property unit, for staff there will do work related to thesis, local content and article index	
	- The staff there need to enter the data about thesis into the IR system (Institutional Repository) under UiTM system.	
10/5/2022	- Pn. Nornafiza gave a briefing on local content, journal indexing and article indexing. For indexing articles he explained the need to find newspaper clipping published in Malaysia and should be according to the latest date.	 SUBHA BINTI ISMAIL Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	- Mr. Fahmi explained how to manage the thesis material pre metadata process.	

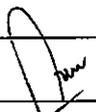
PERPUSATAAN
LOK BOKK

10/5/2022	- Pn. Subha explained that this unit's job is to manage the Application, procurement and digitization of materials described Earlier. She told that PTAR at puncak alam is the main center to Place the collection of the material especially from the UCS branch.	
	- She explained that to refer to materials such as theses, articles And even journals need to make an application first and after application is made the staff will scan the entire material applied for.	
11/5/2022 -	- I was given task to find the latest article from newspaper excerpts	
12/5/2022 -	begin from month April until May year 2022. I written on	
13/5/2022 -	their title, newspaper name and link of that article on excel.	
17/5/2022 -		
18/5/2022	- I also given task to key in thesis title or author name to find out their ID number to do a tagging on these thesis.	 SUBHA BINTI ISMAIL Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	UNIT IMBANGAN BAHAN & PELUPUSAN	
19/5/2022	- En. Amin explained how this unit works in a library organization. He explains the meaning of material balance is how to manage the materials available in the library.	
	- He also stated whenever any material that need to dispose must dispose according to procedure that being set up by government. This department will review the books to be purchased.	 HAZRUL AMIR TOMYANG Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

20/5/2022	- En. Ekhwan explained how the process of material balance and disposal, starting with the customer service unit will make a selection of books to be disposed of then they will withdraw the materials. After that, En. Ekhwan will receive the material sent by the customer service unit and next he will change the status of the materials to heat withdrawn to be disposed of.	
	- For disposal the PTAR archives need to make an application for the disposal process to the national archives then the national archives will approve the application for disposal.	
21/5/2022	- En. Amir given me a task to find out e-book ISBN number on the Google. Later on, find the price for the e-book .	
	- Pn. Siti guide us on how to easily find the price for book that need To be recommended for purchase by searching on website called "Book depository".	
23/5/2022 -	- En. Amir given us a task to do a tag "562" on each book on the list given by him through WILS system. Editing by clicking on cataloguing to maintenance and update title after that can edit according to name of program, faculty and subject.	
24/5/2022 -		
25/5/2022 -		
26/5/2022 -		
27/5/2022 -		


HAZRUL AMIR TOMYANG
 Pustakawan Kanan
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17/6/2022	- I attended the 'Digital Library Chit Chat Series' esports program	
	Which explained what e-sports industry can be a profession that	
	Brings a hefty salary.	
	-This program is organized by Tun Abdul Razak Library. The program	
	Starts at 9.00 am to 10.30 am. The platform of this program is held on	
	Youtube Perpustakaan UiTM. The speaker of the program was	
	Delivered by Mr. Muhammad Nufail Akram bin Mat Nasir MYTA	
	eSports Tournament 3.0 committee. Meanwhile, the moderator of	
	This program was conducted by Mr. Haji Ahmad Faizar bin Jaafar.	
20/6/2022 -	- Pn Nur Fatihah assigned me to design a brochure related to this unit.	
21/6/2022 -	The brochure contains information about this unit such as the	
22/6/2022 -	Services offered and the Librarians and Assistant Librarians who work	
23/6/2022 -	In this unit.	
24/6/2022		
	- Pn Nur Fatihah asked me to make a physical exhibition in the	
	Library. The exhibition I made was an "analog camera" which is an	
	exhibition related to cameras that use film.	
27/6/2022 -	- I prepared for our special project by making a setup to	
28/6/2022	Ensure our program runs smoothly.	
29/6/2022	The READ@UiTM program, namely E-Games and Indoor Games took	
	Place in the lobby of PTAR KPA, starting from 9.00 am to 4.30 pm.	
		 27/7/22 NUR FATIAH BINTI MUHAMAD Pustakawan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

	step you must put on a book on the book press but before that	
	you need put a pad on each top of the book and also below the	
	book before gluing that book.	
19/7/2022	En Sarapi taught me how to sew a book using the side stitch	
	Technique. He stressed that the stitching on the book should be	
	Strong so that the book has strength on its spine.	 MOHD SARAPI SAMAH Pembantu Pemuliharaan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Bukit Alam
20/7/2022	En Sarapi explains the use of barchrome for book covers and the	
	Function of barchrome in repairing book covers.	
22/7/2022	En Sarapi instructed me to glued simily paper on the book after	
	sewing. The function of simily paper is to cover up cover page	
	and end page from being torn apart.	
25/7/2022	En Sarapi instructed me to pack the spine on the book. The reason	
	For having to pack the spine of the book is to ensure that	
	The glue on the back of the book is closed and also neat. The tools	
	used to pack the spine are mutclotch, headband and also A4 paper.	 MOHD SARAPI SAMAH Pembantu Pemuliharaan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Bukit Alam
26/7/2022	Encik Sarapi gave us a project which is a book making project using	
	binding methods. He stated that this book will be ours as a gift and	
	Appreciation for me while do a training on this preservation unit.	

