UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN TUN ABDUL RAZAK, UiTM CAWANGAN SELANGOR
KAMPUS PUNCAK ALAM, 42300 BANDAR PUNCAK ALAM,
SELANGOR DARUL EHSAN MALAYSIA

PREPARED BY

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BACHELOR OF INFORMATION SCIENCE (HONS)

LIBRARY MANAGEMENT

7 MARCH – 5 AUGUST 2022

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DECLARATION

I declare that the work in this report was carried out in accordance with the regulations of Universiti Teknologi Mara. This report has not been submitted to any other academic institution. I hereby declare that the Industrial Report done at PTAR Uitm Puncak Alam is my own work as requirements of 5 months Industrial Training during the period from 7th March 2022 until 5 August 2022.

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Programme: Bachelor of Information Science (Hons) Library Management

Faculty: Faculty of Information Management

Organization name: Perpustakaan Tun Abdul Razak, Uitm Kampus Puncak Alam

Date of submission: 10/8/2022

Signature of student: _____

ABSTRACT

Industrial training is one of the requirements for the final year student to finish their studies and must be properly complete to qualify the student road to the graduation day. PTAR Kampus Puncak Alam (PTARKPA) was my choice to undergo five months of my Industrial Training starting from 7 March to 5 August 2022. During five months period of industrial training, I was supervised by Mrs. Norhafiza Mustape as a Senior Librarian. I have been assigned to accomplished various tasks which included administrative works, preparing online database talk and library management day-today activities regarding to instruction given by my supervisor and the staffs there. Not only that, during industrial also, me as student implemented a special project requested by lecturer and librarian at PTARKPA. Special project is one of the parts that is important for the practical student to improve or propose something useful and significant for the organization where they are working during internship or industrial training. Throughout my industrial training, I was able to apply the skill and knowledge acquired from lecturer to complete my work in practices. Besides that, I learn many skills and get more experienced during my internship at PTARKPA.

Keywords: PTAR Kampus Puncak Alam, industrial training, library department, special project. library management

ACKNOWLEDGEMENT

Chapter 1: Introduction

The industrial training is compulsory as a condition for every student to complete a degree study in Bachelor of Information Science (Hons) Library management. It is important for the students to undergo at least 5 months training at the chosen organization approved by the faculty. It is a part of the academic credit hour and as a core subject of the programme for completing the degree. This subject is also intended to provide exposure and experience to the students on the real situation in the field of information management and as an early preparation for students before entering the world of work in the future. The training starting from 7 March until 5 August 2022.

With the code IM244 Industrial Training, this subject is arranged for pre-professional work experience with specific assignments and responsibilities. This paper involved equivalent work placement, paid or unpaid, located in an approved industrial site, working under the supervision of an experienced Information Professional. During the industrial training, the student is anticipated to contribute to the activities of the located workplace and to meet the same demands of work production and responsibility expected by the organization of its regular employees. An industrial training programmed is relevant to a student's personal career interests and improve their marketability after graduation.

Implementation of practical training by the faculty of Information Management is a parallel goal of universities to create programs of study, research, and administrative resources to academic and scholarly performance. This is to make the university an institution of higher learning move forward. In addition, the goal is to enhance the university network of close collaboration with government, industry, professional bodies, the scientific community, and the public. Cooperation strategy with other agencies mentioned among others is to enable universities to enhance cooperation with government agencies and the private sector in the areas of training, education, and development.

1.1 Background of the Organization

Figure 1: PTARKPA Building

      Tun Abdul Razak Library Puncak Campus (PTAR) Puncak Alam Campus began its operation on 27th July 2009 at 5th Floor, Plaza Satelit B building. On Phase 2 development, Puncak Alam Campus Library moved to a new building and fully operational in May 2014. This new building consists of four stories that can hold up to 1,300 visitors on one occasion. The facilities and services that have been provided hope to fulfil the needs of teaching, learning, research, and knowledge development among UiTM citizens. PTARKPA provides specialized services in the fields of Health Sciences, Pharmacy, Business Management, Hotel and Tourism Management, Accounting and Education.
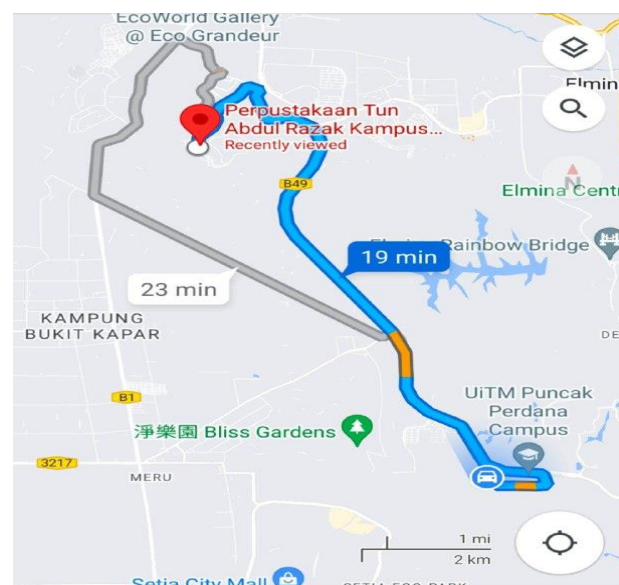
Figure 2: Map of PTARKPA

Vision

Improving library services through resources and management of knowledge and the latest technology to support learning and research with the delivery of quality services as well as the provision of a comfortable and friendly environment for UiTM residents. Also make UiTM a superior university based on academic excellence to lead the dynamism of native so that competitive graduates are born.

Mission

Making the superior UiTM library a catalyst for scholarship and university excellence in teaching, learning and research that users can achieve physically and virtually. As well as, enhancing the knowledge and expertise of native through the delivery of professional programs and research.
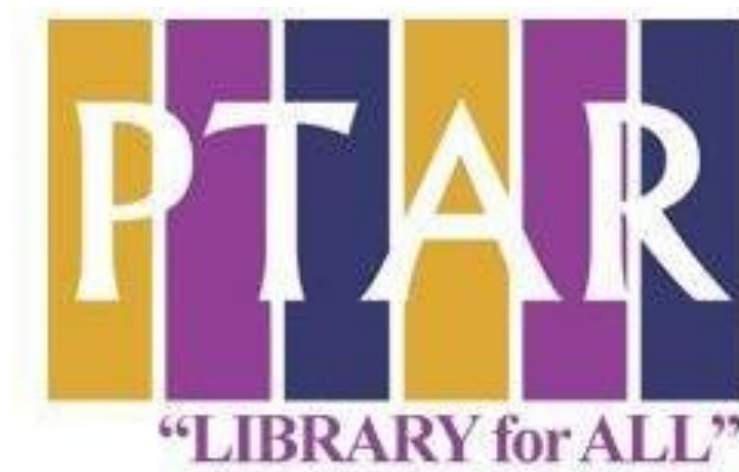
Figure 3: PTARKPA Logo

Objective

1. Make the UiTM library an excellent information centre from the aspect of customer service.
2. Make the UiTM library excellent in terms of the latest and comprehensive diversity of knowledge resources, robust ICT services and facilities through the improvement of work processes and cost effectiveness.
3. Create a workforce that is trained, has a variety of skills, is highly ethical, proactive and has a team spirit through continuous Educational Training as well as career advancement.

4. To form a library staff with integrity and accountability as well as having an identity and practicing pure values and trying to make the library staff knowledgeable, creative, innovative, and open-minded.

5. Improve the effectiveness of the use of resources such as human resources, equipment, systems, collections, and space.

Figure 4: Exhibition at level 3

Figure 5: Collections of Atta-Ur-Rahman

1.2 Organizational Structure

RECTOR

HEAD OF THE LIBRARY
Ts. Mohamad Hamidi Bin Mohd Jais
Ketua Timbalan Pustakwan (S54)

ORGANIZATION ADMINISTRATION
Puan Siti Fazlina Mohamed Raffi
Senior Librarian (S44)

ADMINISTRATIVE UNIT
Cik Kamarunisa Mudhar (S26)
Puan Zettyhasni Zulkarnaini (N11)

ARCHIVE UNIT
En. Mohd Sarapi Samah (S19)

LIBRARY PLANNING AND DEVELOPMENT SECTION
En. Mohd Anuar Mohd Maasom
Senior Librarian (S44)

MATERIAL ORDER UNIT
Puan Roziwaty Jaiman (S22)
En. Fariz Azuan Harun (S22)
En. Mohd Zaini Yusuf (N11)

INTELLECTUAL PROPERTY
Puan Subha Ismail (S44)
En. Mohd Fahmi Kadim (S22)
Pn. Siti Nornafiza Katmidi (S22)

MATERIAL BALANCE AND DISPOSAL UNITS
En. Hazrul Amir Tomyang (S44)
En. Mohd Ekhwan Mohamad (S22)
Pn. Siti Zubaidah Khalid (S22)

DIVISION OF LIBRARY SERVICES
En. Arshad Bujang
Deputy Chief Senior Librarian (S52)

CUSTOMER SERVICE UNIT
Pn. Hafiza Mustape (S44)
En. Bakar Mohd Yasin (S26)
Pn. Noraini Ahmad (S22)
En. Hamizan Hamzah (S22)
Pn. Rahimah Kamar Din (S19)
Cik Nurul Annis Annuar (S19)
En. Firdaus Abdul Rahim (S22)

RESEARCH, LEARNING AND REFERENCE
Pn. Nur Fatihah Muhamad (S41)
Pn. Fatimah Harith (S22)
Pn. Nor Kamala Yahya (S22)

DIGITAL LIBRARY UNIT
En. Syazani Alif Aduka (FA29)
En. Annas Hamirzul Iszal Madzar (S19)

Chapter 2: Organization Information

2.0 Departmental Structure

Administrative Unit

Figure 6: Work process briefing

The administration and management of the library is the responsibility of the Head of the Library. For this purpose, the Head of the Library formulates the library's objectives, Policies and Strategic Planning. In this department, planning, coordination, and library services will be seen comprehensively. This department is responsible for ensuring that the annual budget allocation is sufficient to enable library planning and management to be implemented efficiently and effectively to meet the organization's objectives. This allocation is obtained through the operating budget, development budget and other sources, such as the allocation trust account provided for the library.

This managing budget allocation also includes managing salaries and staff allowances, travel and accommodation allowances, course fees, seminars, conferences and lectures, maintenance of computer hardware and software and electronic equipment, maintenance of materials and equipment, purchase of various types and forms of library materials such as books and electronic information resources, purchase of computer hardware, furniture, and equipment. the management of the organization needs to consider the needs of the library in the preparation of the development allocation budget. In this department as well, development budget allocations are provided to enable the library to implement special projects to strengthen and improve library management and services.

There is an activity to update the records of students who have stopped studying to be entered into the system to be used as a reference later. All the information is obtained through an archive box that is kept arranged on the shelf. The system used is the Archives Management System (AMS). The AMS is a multi-functional tool that supports management of the digitization workflow, especially useful for projects involving multiple departments or organizations. The Archive Management System is a fully integrated system with the Virtua ILS, the AMS allows archival material to be found through the same interface as other library materials or records. As a stand-alone system, the AMS is a valuable tool for managing archival material.
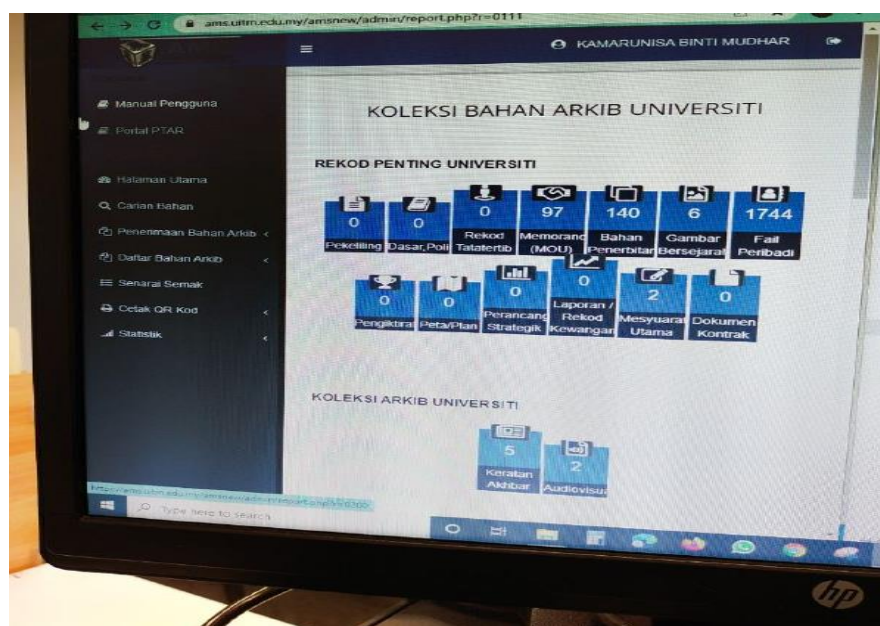

Figure 7: Archive Management System (AMS)

Archive Unit

Figure 8: Materials in Archive unit

Among the units whose role in the service is no less important libraries are Conservation Units. The role of the Conservation Unit is to saving materials from damage, maintaining the durability of materials and extend the life of reading materials. The mission of this unit is to prepare and help the UiTM community to be knowledgeable and rich information through reading, education, research, and use materials and equipment by providing a comfortable and friendly environment in accordance with the atmosphere of teaching, learning and research. Monthly statistics of the number of books per month is 35. Among the strategies used is to monitor the library's materials to ensure that the materials are in good condition and fit the needs from time to time.

Objective
• Save printed materials from damage
• Extends the life of printed materials.
• Maintaining the durability of printed materials.

The library service unit must enter the data of the material to be bound into the WILS system to change the status from Shelf to Damaged. While for other parts, the binding application letter needs to be sent to the Deputy Chief Librarian for approval. Then, the material is sent to the conservation unit. Officers who send materials to the Conservation Unit must include a list of materials. Next, is the process of checking the material. Submitted materials must be reviewed by the Conservation Assistant prior to the binding process. For the binding process, the conservation assistant needs to ensure the complete type of binding and materials.

The last process, the material will be sent to the next unit. Binding is the process of sewing, tying, or joining printed sheets of paper to make a book, and other reading material. The binding of Library materials is a binding created specifically for Library service needs. 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 clearly, the seam space between the text and the cover.

Figure 9: Internship students

Material Order Unit

Figure 10: Briefing about the unit

Collection development is a process of tracking, acquiring, collecting, documenting, and strengthening library materials. Collecting and managing knowledge resources produced and received by the organization to encourage research, sharing of ideas, knowledge, and experience. Methods of detection and selection the detection and selection of library materials is carried out in a planned and continuous manner, considering the subject area of the organization. The library's procurement policy aims to make the library a centre of excellence in the field of organizational matters.

Strengthening the collection pick and discard book activities and stock checks need to be carried out from time to time according to the organization's pick and discard policy to guarantee the quality of the collection. Among the collection formats are printed materials such as books, and magazines. Electronic resources such as audio recordings and compact discs. The type of material collection provided is appropriate and according to the faculty's field. Among the collections provided are basic reference collections, light reading collections and general reading collections. The documentation activity that needs to be carried out is cataloging, - Anglo-American Cataloging Rules (AACR) with the adaptation of International Standard Bibliographic Descriptions (ISBDs).

Intellectual Property Unit

Figure 11: Managed Manuscripts

Intellectual Property

Responsible for managing applications, procurement, digitization of Dengkil Branch, Sungai Buloh, Selayang, Puncak Perdana, KABS. This PTARKPA will be a procurement, collection and acquisition, processing center for materials related to UiTM only. Among the materials are student project, grade A thesis, entrepreneur project, symposium, conference paper.

Content of Local Ingredients

Tun Abdul Razak UiTM Library plays an important role in providing a comprehensive collection of Local Content materials according to the needs of the Faculty or PTJ at UiTM. The local content material that is developed refers to the source of published material obtained from within and outside the country related to Malaysia.

Indexing

The article search should be related to the subject selection. The selected article can have a reading impact on the user. Can be used as a reference source. Articles need to be up to date. Types of material such as Newspaper Articles, journals, and subscribed magazines. Material search according to selected subject Material storage process Enter bibliographic data into the system Review and confirmation (released) of accessible material.

Material Balance Unit & Disposal

Figure 12: Briefing session

List of Syllabus Reading Materials

Reference materials listed in the syllabus of a program as reading material submitted by the faculty with the approval of the UiTM Senate. Approved by the Malaysian Ministry of Education for the program to be offered at UiTM. The materials must be purchased by each UiTM Library to meet the study and learning needs of each program offered by UiTM.

Among the activities carried out are the acquisition of syllabus documents containing a list of syllabus reading materials for material review, review of the list of syllabus reading materials with the library collection (revision of the latest edition), updating tagging 526 into the WILS system for each syllabus reading material, making recommendations for the purchase of materials that not in the UiTM Library collection and receive the purchased materials as well as update the ownership data of the materials.

Customer Service Unit

Figure 13: Customer service unit

In this unit, staff plan and implement promotional programs to encourage and improve the use of the library's collection and services provided by the library to users. Staff ensure that planned promotions can be delivered to users more effectively. Promotional programs can be implemented through virtual exhibitions. staff also participate in training/education of library users should from time to time hold training programs to introduce users to how to use the database (OPAC) and various services in the library.

E-mail and Internet the latest information about library services, staff, and library activities through e-mail and the Internet is disseminated more efficiently. Library Print Media provides library publications such as brochures, pamphlets, library magazines/bulletins to be distributed to users to enable promotional efforts to be carried out widely and aggressively. The library advertises the promotion of the library through electronic media such as mass media and any form of communication. reading encouragement campaign, book exhibition, creating activities such as seminars and briefings.
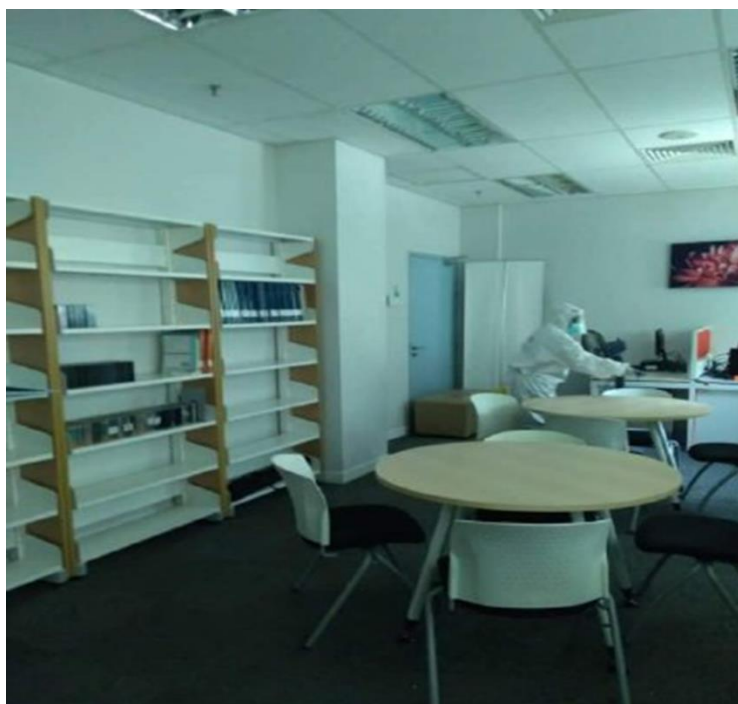
Research, Learning & Reference Unit

Figure 14: Research, Learning and reference units

This unit is available for creating online database classes, Mendeley classes, end note classes as well as online exhibition, chat with librarian services from 8.30 a.m until 5.30 p.m, uploading journals into MyJurnal System, and updating the H-index. MyJurnal is a online system used by Citation and Infometric Division (formely known Malaysia Citation Centre (MCC) to collect and index all the Malaysian journals. MyJurnal's main objectives are to increase access to the contents of Malaysian journals to the global community and improve the visibility of contents, hence, encouraging usage and generating citations to articles published.

UiTM Journals encompasses a total of 55 active journals titles from the various discipline of research published by UiTM Press. As of for now fifty-five in had registered in MyJurnal. MyJurnal contains bibliographic data and full text contents of articles published in refereed scholarly journals in Malaysia, in various disciplines such as Arts & Humanities, Engineering & Technology, Medical & Health Sciences, Sciences dan Social Sciences. Also, the UiTM H-Index Author profile will be updated every month referring to the H-Index collected from online database SCOPUS, Web of Sciences (WoS) and Google Scholar. The h-Index author is based upon number of documents and number of citations.

Digital Library Unit

Figure 15: Digital Library Unit

The library's computer/internet network is equipped with a local area network and access to the internet to facilitate resource sharing and access to global information. Infrastructure and access to the internet can accommodate the need to access information provided in bibliographic, multimedia, and digital form. Support services from the information technology division of the organization are very important to ensure the management and operation of the library's information technology and communication systems run smoothly. Staff member from the information technology division was appointed specifically to carry out this task. The digital content provided is also managed and documented according to the metadata standards used to be accessed by users.

2.2 Department Function

Units/Position	Persons in charge	Functions/responsibility
Office of the Head of the Library		
Chief Deputy Librarian	Ts. Mohamad Hamidi Mohd Jais	• Manage Human Resources and General Administration • Managing the PTAR Budget and Trust Fund • Manage UCS PTAR development, maintenance, and security projects
Organizational Administration Division		
Senior Librarian	Siti Fazlina Mohamed Raffi	• Manage departmental records and files • Manage internal and external audit requirements
Administrative Unit		
Senior Assistant Librarian	Kamarunisa Mudhar	• Manage library quality documents and records • Manage the library's quality movement
Operation assistant	Zettyhasni Zulkarnaini	
Archive Unit		
Conservation Assistant	Mohd Sarapi Samah	• Manage the receipt of damaged materials • Manage material conservation • Manage material binding
Library Planning & Development Division		
Material Order Unit		
Senior Librarian	Mohd Anuar Mohd Maasom	• Plan, implement collection consolidation policy • Manage standing order materials
Assistant Senior Librarian	Fariz Azuan Harun	
Assistant Senior Librarian	Roziwaty Jaiman	

Operation assistant	Mohd Zaini Md. Yusuf	• Cataloging and classifying library materials • Manage and process materials
Intellectual Property Unit		
Senior Librarian	Subha Binti Ismail	• Managing the acquisition of intellectual property (submission policy management) • Manage the quality control of records and physical intellectual property materials • Manage the indexing of library materials (newspapers, magazines, journals)
Assistant Senior Librarian	Mohd Fahmi Kadim	
Assistant Librarian	Siti Nornafiza Katmidi	
Material Balance and Disposal Unit		
Senior Librarian	Hazrul Amir Tomyang	• Checking the list of syllabus reading materials with the library collection • Manage purchase recommendations for reading materials that are not in the collection • Manage the disposal of library materials
Assistant Senior Librarian	Siti Zubaidah Khalid	
Assistant Senior Librarian	Mohd Ekhwan Mohamad	
Library Services Division		
Deputy Chief Senior Librarian	Arshad Bujang	• Manage library services and facilities • Manage the Publishing Supply System
Deputy Chief Librarian	Nurul Diana Jasni	
Customer Service Unit		
Senior Librarian	Hafiza Mustape	• Manage customer service • Managed collection at shelf
Supreme Assistant Librarian	Bakar Mohd Yasin	

Assistant Senior Librarian	Noraini Ahamat Kamil	• Implementation and reporting of the Read@UiTM program
Assistant Senior Librarian	Hamizan Hamzah	
Assistant Senior Librarian	Firdaus Abdul Rahim	
Assistant Librarian	Rahimah Kamardin	
Assistant Librarian	Nurul Annis Anuar	
Research, Learning and Reference Unit		
Librarian	Nur Fatihah Muhamad	• Manage Information Literacy / User Education Program • Implement Information Consulting Services • Manage Corporate Communications and Feedback Complaints
Assistant Senior Librarian	Nor Kamala Yahya	
Assistant Librarian	Fatimah Binti Harith	
Digital Library Unit		
Assistant Chief information Technology	Syazani Alif Aduka	• Manage the development and maintenance of the website • Managing ICT services (Services and Infrastructure) • Manage ICT procurement (Hardware and Software)
Assistant Librarian	Annas Hamirzul Iszal Madzar	

Chapter 3: Industrial Training Activities

3.1 Training Activities

The topic in chapter three (3) is prepared to discuss on two main point including training activities and another one is special project. As to comply with the main objective of industrial training, the respective organization will allocate the student to a particular department or unit. The activities conduct by the student during the industrial training will depends to their allocated department. The daily activities performed by the student usually on pars with the job description of the assigned department.

Usually, the student will mention their intention to conduct the training to a particular department according to their field of study. However, it was also depended on the organization in deciding which department they wanted to place, usually based on available position. At the first day of my internship programme the supervisor was briefed by Senior Librarian, Mrs. Siti Fazlina a little bit about background of PTAR. The supervisor was then asked Ms. Kamarunisa Mudhar, to brought me to visit each of the department including upper-level management such as chief executive officer. Ms. Kamarunisa Mudhar was glad that they were glad welcomed me.

Administration Unit and Archives Unit

My supervisor assigned me to transfer the students record information from physical files to Archives Management System (AMS). There are two activities throughout my stay in the unit. list of student's personal files and updated student records in (AMS).

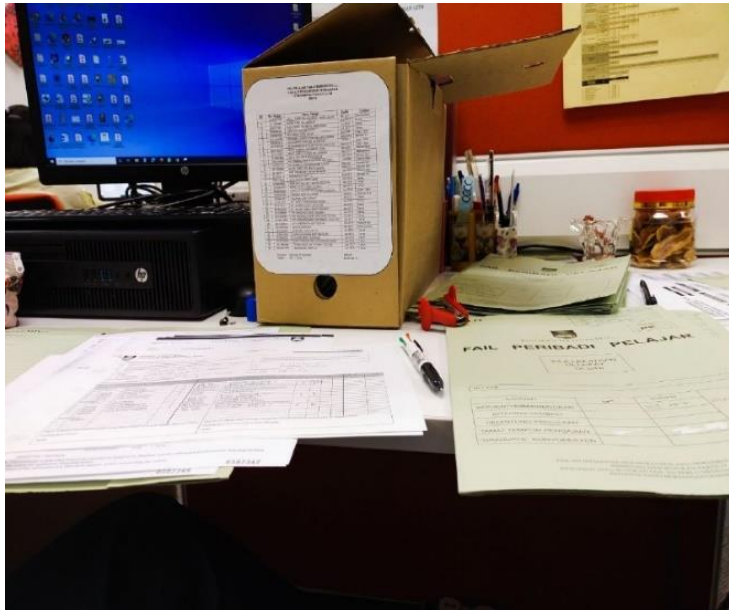*Figure 16: Update former students record*

Figure 17: List of student's name

Customer Service and Collection Management Unit

This unit focuses on solving problems that students frequently encounter. The card and the OPAC system, for example, cannot access, borrow, or return books. All the keys to the library's rooms are kept by the staff in this section. This unit will participate in the management of any programs or events involving school or university students. The activities given are learned to isolate old and unused books using the WILS system and manage the borrowing and return of books at the service counter.

Figure 18: Scanning book
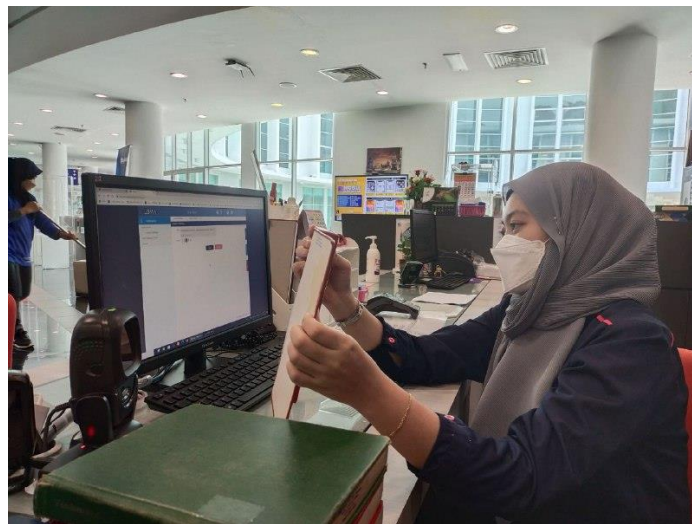
Figure 19: Using WILS System

Figure 20: Book loan and return process

Research, Learning and Reference Unit

This unit is available for creating online database classes, Mendeley Classes, and endnote classes as well as online exhibition, chat with librarian services, uploading journals into the MyJurnal system and updating the h-Index. During my time in this unit, I was given training to create a class to teach online database for literature. The class is requested by students from the Faculty of Health and Sciences totalling 28 people. This class module focuses on the different types and features of online databases that the UiTM library subscribes to. The second activity, I update h-Index that collected from online database SCOPUS, Web of Sciences (WoS), and Google Scholar. The h-Index is based on number of documents and number of citations. Next is the activity of uploading all the detailed information about the publication of the journal manually on the My Jurnal website.
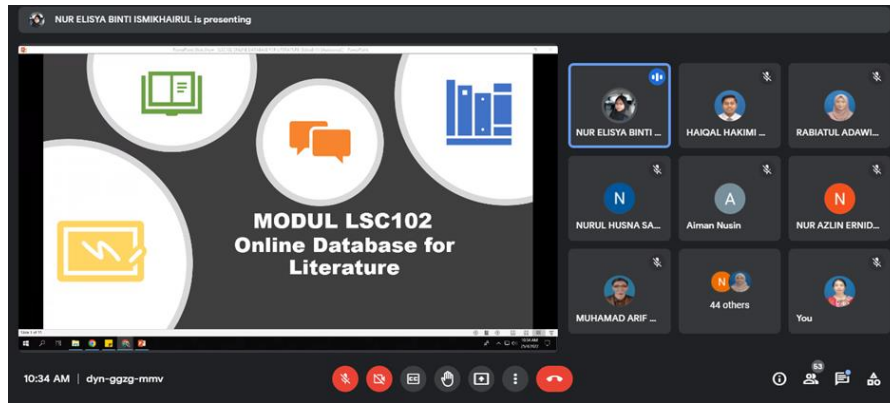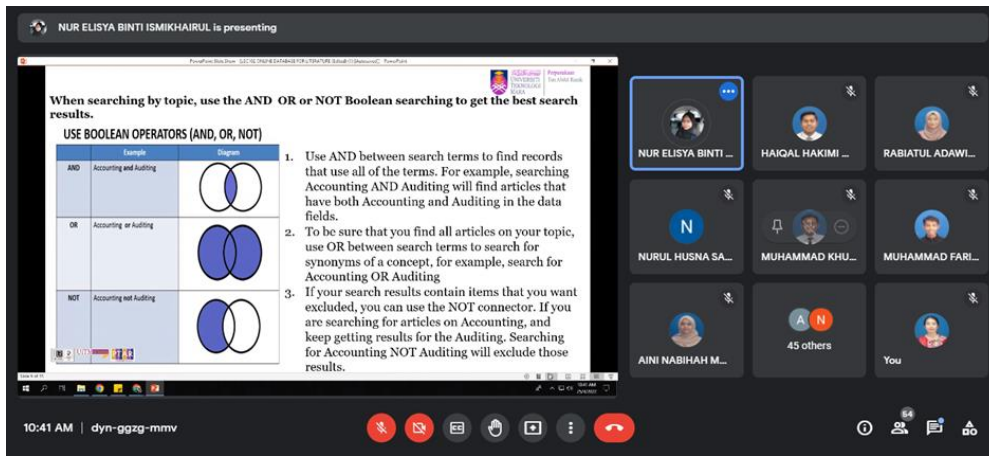
Figure 21: Class Module

Figure 22: Boolean Operator

Figure 23: Participants

	Google Scholar			SCOPUS			WoS		
	ID	h-index	Citation	ID	h-index	Citation	ID	h-index	Citation
	-	-	-	56485074500	1	3	25839209	1	2
	-	-	-	-	-	-	10001286	1	4
	nwRW2UMAAAAJ	10	337	50562395200	2	21	-	-	-
	-	-	-	-	-	-	-	-	-
	OZf9tiYAAAAJ	4	129	-	-	-	9015636	2	19
	oMSieJAAAAAJ	3	17	57225386314	1	2	-	-	-
	-	-	-	-	-	-	27057594	1	13
	-	-	-	-	-	-	-	-	-
	S2caiZ4AAAAJ	2	22	57214282904	2	16	27620708	2	15
	-	-	-	35769259900	2	20	AAQ-4545-2021	2	16
	k9U6S2MAAAAJ	4	63	56967814700	2	17	7502224	1	5
	-	-	-	36522710100	2	15	11023458	2	13
	-	-	-	-	-	-	-	-	-
	M7_RpNQAAAAJ	2	10	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	sunqOtsAAAAJ	5	69	36522239300	2	5	-	-	-
	-	-	-	57221737202	1	3	-	-	-
	T1J9VCIAAAAJ	5	77	-	-	-	9098047	2	13
	-	-	-	-	-	-	-	-	-
	ofHaXbUAAAAJ	5	145	-	-	-	20799695	1	22

Figure 24: h-Index

Figure 25: MyJurnal

Intellectual property Unit

The head of this unit is Mrs. Subha Ismail. As Senior Librarian assisted by two assistant librarians. Responsible for managing the procurement and digitization of UiTM Intellectual Property Materials as well as the development of Local Content UiTM materials and material indexing. Among the activities carried out in this unit are thesis tagging and obtained content from digital sources such as online newspaper (Local).

Figure 26: Arranging Manuscripts

Figure 27: Thesis Tagging ID

Material Order Unit

This unit is responsible for all aspects of obtaining materials for libraries. This is followed by receiving the materials, checking their quality, processing invoices, making payments to vendors or individuals, and maintaining the necessary records related to acquisitions. Among the activities carried out during his stay at this unit are the gift acceptance process, accession process and release cataloguing process.

Figure 28: Gift (Books)

Figure 29: Release cataloguing process

Material Balanced and Disposal Unit

This unit consists of syllabus reading material. Among the activities available in this unit are acquisition of syllabus reading materials, updating 526 tagging, making purchase recommendations, and receiving materials. During my time in this unit, I was assigned to review the list of syllabus reading materials using Microsoft Excel and also updated the 526 tagging.
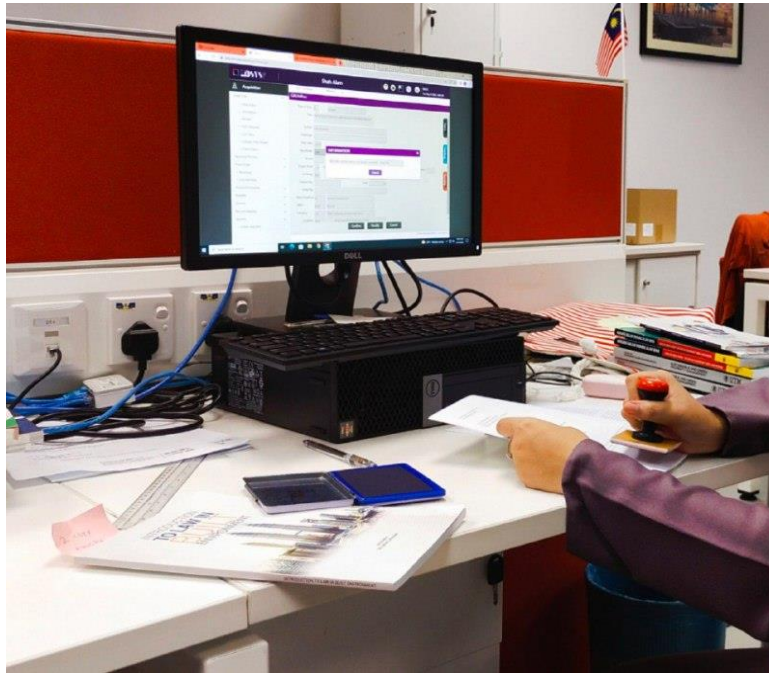
Figure 30: Catalog Syllabus Materials
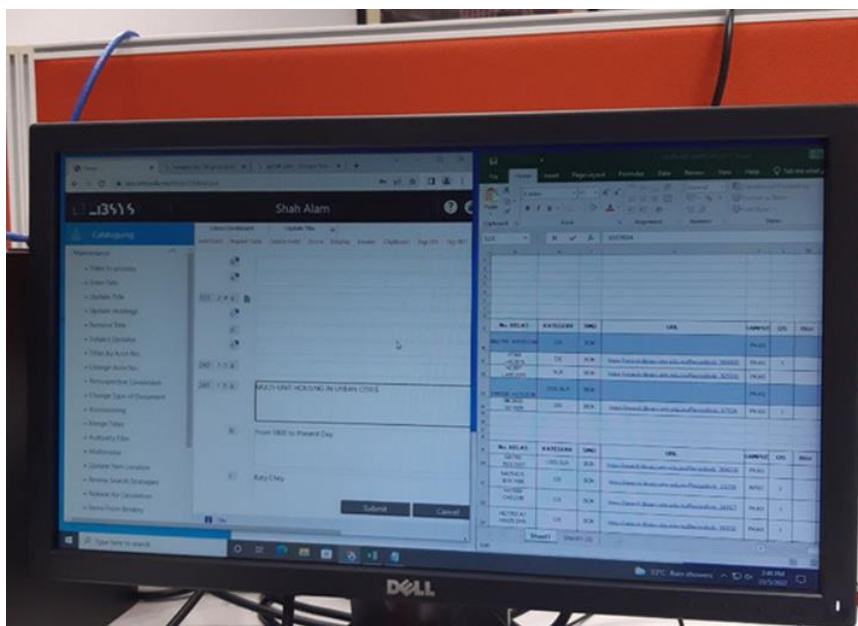
Figure 31: Updated tagging 526

Digital Library Unit

This unit are responsible for improving the quality of the information delivery system in fulfilling the needs and expectations of our users as well as becoming a useful resource for services and processes offered by the university. Among the activities carried out while being in this unit is learning techniques for editing pictures for posters using Adobe Photoshop and learned to use the Diversified Computer Controlling System (DCCS).

Figure 32: Editing pictures for posters using Adobe Photoshop
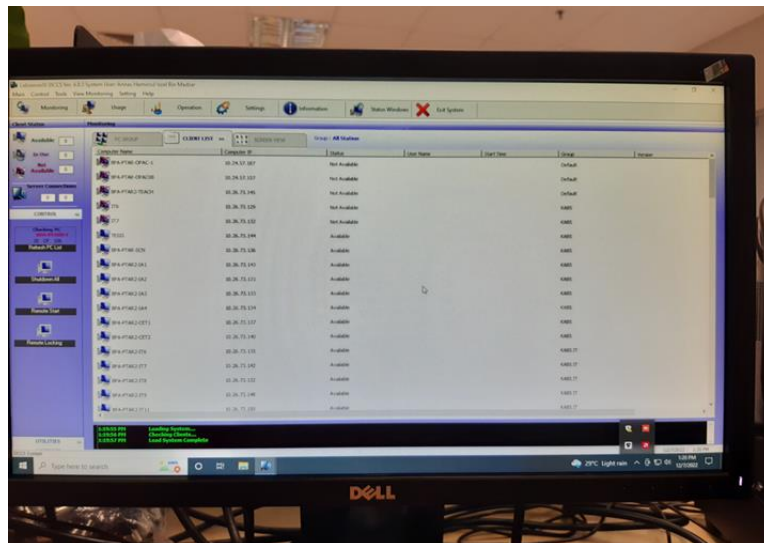
Figure 33: Diversified Computer Controlling System (DCCS).

Volume Unit

The head of this unit is Mr. Mohd Sarapi Samah as Conservation Assistant. Responsible to save materials from damage, maintain the durability of materials and extend the life of reading materials. The monthly statistics of total book production is 35 per month. Among the book preservation activities that I have done throughout this unit are tearing out each page of the book, glued Simili / End Paper, setting the book press, scraping the spine of the book, tidying up the spine of the book.

Figure 34: Glued Simili / End Paper

Figure 35: Scraping the spine of the book

Figure 36: Setting the book press

Figure 37: Diversified Computer Controlling System (DCCS).

Organizational Management Workshop for Supervisors of the Resource Center and Jawi Dihatiku

Date: March 24, 2022

Industrial Training students help Puncak Alam PTAR staff in managing this program as a facilitator. My First Step@PTAR activities. This activity gives participants the opportunity to search for books using the Online Public Access Catalog (OPAC).

Figure 38: Posters My First Step@PTAR

Figure 39: A certification ceremony
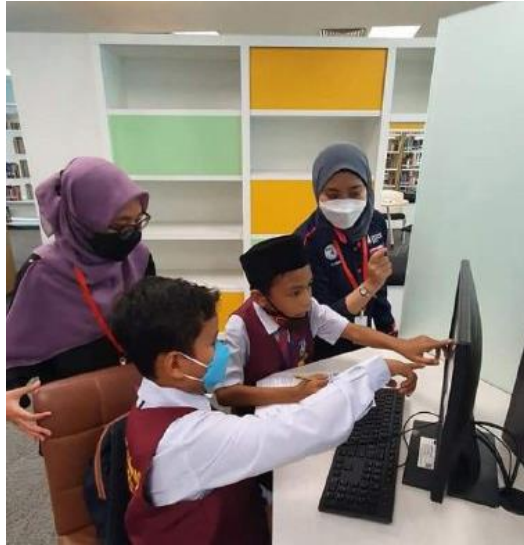
Figure 40: Teach how to use the OPAC System

Figure 41: Primary school students

Figure 42: Searching call number

Let's Get Healthy PTAR UCS Series 1 Program

Date: June 3, 2022

This program is organized by the Staff Welfare Club. All 30 UCS PTAR staff are involved in this program. This program aims to foster a culture of healthy living among the UCS PTAR workforce. Among the activities carried out are aerobics and short-distance jogging.

Figure 43: Photoshoot session

Figure 44: Warming up

Figure 45: Jogging

Books2U Program

Tarikh: 7 Julai 2022

The program provides an opportunity for participants to borrow books, return books, return books, review general library information, and book delivery. I was assigned to arrange a collection of new novels and books for students specialized in the fields of architecture, planning and surveying as well as the fields of painting and design.

Figure 46: Book2U Poster

Figure 47: Collection books

Figure 48: Participant

E-games and Indoor games

Date: July 7, 2022

The program provides an opportunity for participants to borrow books, return books, return books, review general library information, and book delivery. I was assigned to arrange a collection of new novels and books for students specialized in the fields of architecture, planning and surveying as well as the fields of painting and design.
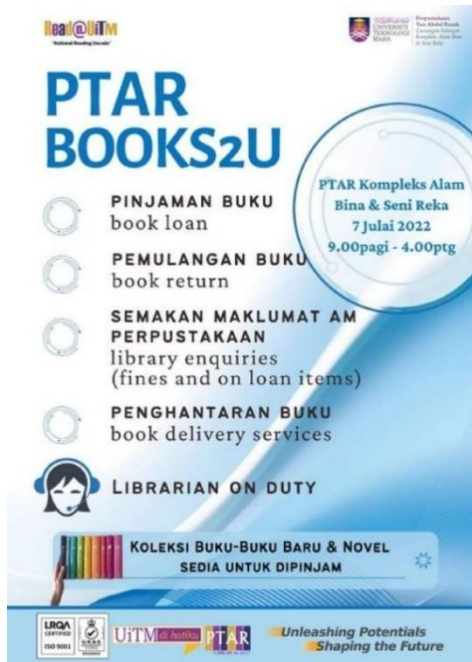

Figure 49: Posters of E-Games and Indoor Games

Figure 50: Packing Gift

Figure 51: Playstation 4

Selfie spot @PTARKABS

Date: July 12, 2022

The programs initiative aims to promote the library as well as attract users to visit this library. This can also show that the library is not just a place to read books and borrow books. This activity provides an opportunity for visitors to spend time at the library. Among the activity processes I did was painting the benches and decorating the place to take a selfie.

Figure 52: Selfie Spot

Figure 53: Painting

Figure 54: Working together

3.2 Special project

This program is held to provide more exposure and knowledge regarding the use of Microsoft Excel. Open to all students and the public, through the Webex platform. The organization of this Microsoft Excel program emphasizes knowledge and skills that are an important foundation and a ticket for progress for students to use in the career world and can help new graduates or someone who wants to improve their skills in the world of technology.

Figure 55: Microsoft Excel Skills Webinar Poster
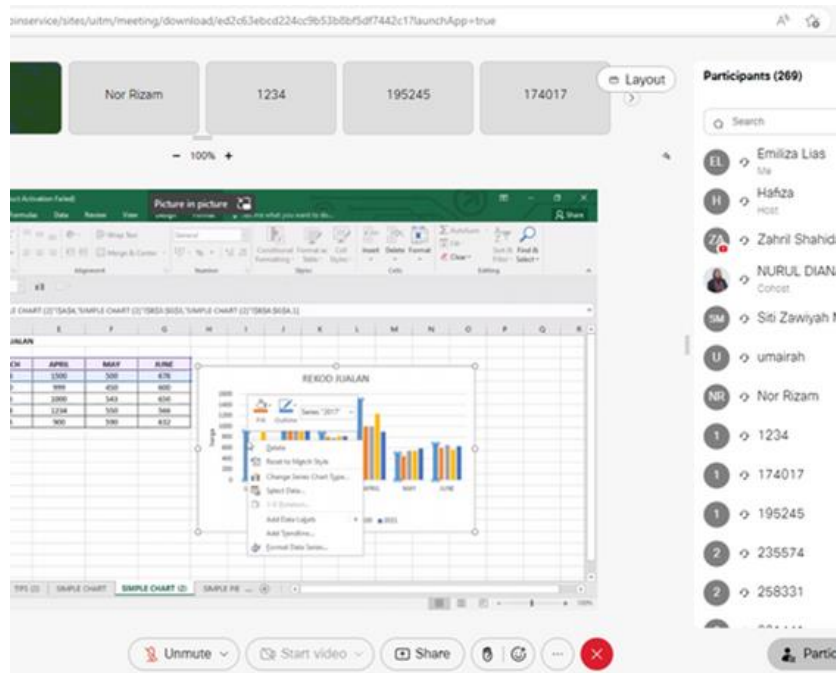

Figure 56: During the session

Figure 57: Participants

Figure 58: Photo session

Chapter 4: Industrial Training Reflection

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

- Application of Knowledge

During the placement at PTARKPA, the scope of job given was literally suits to the field of study learned for the past 6 semesters. It was honoured to apply all knowledge that has been learned into the real situation at PTARKPA. The event management skills were implemented during industrial training period and gained experiences in handling events for the huge number of audiences.

- Skills

a) Communication Skills

Interpersonal communication skills are developed and improved after involvement in working environments at PTARKPA. For example, managing a program that involves many people. At the organizational level, the needs of interaction between departments towards another department is very important. For example, in the Volume unit. The staff there need to report the list of books that have been repaired to the archive unit to be updated into the system.

b) Computer Skills

Nowadays, we know that these skills are very necessary in any organization. In the library, most of the tasks given in every department will use the system and among the systems used are WILS and AMS Systems. With the skills, the adaptation of new knowledge process is easier. All staff were cooperative in giving guidance to manage and implement the task. To handle the system that was not familiar with takes time.

- Experience in undertaking the task

a) Give opinion

Giving a personal thought is a good thing to be implements in daily life of a particular individual. There will always be a good solution to solve a particular problem. This is implemented in both administration and customer service department. Every month, they will be a brain storming session to improve the library services. Each of department needs to give ideas to level up their department. Had to attend the briefing session, give, and take an opinion was the best part for every meeting.

4.2 Personal thoughts and opinion

Personal thought is the idea related to a particular topic, rather than to other people or to people in general. PTAR is the library that has potential to successfully future with the customer friendly services. The services and the management applied in their daily environment were so warm and looking so experience. Although they seem well, there will be some matters that need to be improved for better performance.

As allocated at PTARKPA, the multitasking working styles environment were fully applied by certain department. Based on my opinion, that working style may become dangerous to be implemented to a particular organization. This is because, the multiple tasks handled at the same time will tend to lose productivity. As mentioned in the skill section, the important of communication becomes very vital in my observation.

The communication between staffs is important to avoid misunderstanding and any rumour spreading. When one department is not agreed to another department, there is a need having good talk about each other opinion, settled with a good environment. The hierarchical-level knowledge is also the most important things that needed to be involved in this situation.

The problems are when one of the staff is asking for the change of work scope directly to the highest management of library. The department involved drastically change inti their new scope of work after the incident happened. As the result, the good term relationship between both departments was all affected.

4.3 Lesson learned

Lesson referring to a particular situation when the individual had involved in a new experience or incident, that person soon realized that the situation or incident is teaching how to face any possibility futures situation. From my understanding, it is the lesson after an experience occurs. There are three lessons learned from my experience listed below: -

a) Quick Learning environment

Although this kind of matter is dependent to the individual's level of thinking, it was not possible for individuals to practice and try to be better in adapting new situation, environment and experienced. For example, in the Volume unit. The staff there will teach hands-on and after that, before returning questions will be asked to each intern student to test the level of understanding of the book preservation process.

b) Great interactions among staff

Having a good interaction among others does not mean you always have to please everyone, but only giving a little smile helps grow the interaction vibes. This practice is working especially when dealing with users or library visitors. For example, the staff at PTARKPA will often smile at users and internship students as a sign of respect. That's one of the ways the staff there interact with the people around them.

c) Be professional

To be always in getting a good impression, a professional attitude is one of the ways. Being professional does not mean the person needs to be in the professional field of career. For example, the customer service unit always must deal with the user especially the student. Any problem will first reach the staff in the department, so any problem they need to handle in a professional way.

4.4 Limitations and recommendations

a) Lack of staff

Generally, the main reason of multitasking style of works in certain departments is because there were not enough staff. For example, in the volume unit there is only one assistant book conservator. While we know, the step process to repair the book requires a workforce of at least three people. Due to the expensive machine technology, the labour force is reduced. When it comes to recommendation, I suggest let it work in a stable state where manpower and machine technology should be considered important. This is because, without labour, the machine will not move. So, the two need to go hand in hand to ensure that the production of repair books can be improved.

b) Lack of machine technology

Along with the advancement of today's technology, we must understand the importance of technology in life to make it easier for people. The existing machines also need to be upgraded to facilitate the workforce. Most of the materials and technology used in the volume unit are imported from abroad and to upgrade a machine requires a relatively high cost. But in my point of view, this is an investment that needs attention. I suggest that the superiors be more sensitive to the importance of upgrading the stamping machine. This is because existing stamping machines are quite difficult to control manually.

Conclusion

        Much knowledge and experienced gained after all valuable opportunities get from an industrial training at PTARKPA. It gave me a string foundation in building a bright and successful career in the future. With the experience given, despite every hardship and difficulties faces during five months of industrial training, it will absolutely the most useful challenges for the future. Being an undergraduate student in Library Management, have found that this field of study relevant to every management department in a particular organization. This is proved from the moment when they allocated me at different department. Utmost pleasure to say, thank you to all PTARKPA staffs for giving their valuable time and patience in guiding me all the work scope in every department. It was a great opportunity for being as part of PTARKPA.

References

Home. PTARKPA. (1970, August 9). Retrieved August 10, 2022, from

https://puncakalam.library.uitm.edu.my/

Appendices

KLINIK OASIS (ECO GRANDUER)

NO 42G & 42A-G, JALAN ECO GRANDEUR, 1/9 A ,ECO GRANDEUR ,BANDAR PUNCAK ALAM

42300 KUALA SELANGOR SELANGOR

No. Telefon : 03-58710992   Faks :   Email : ecograndeurklinikoasis@gmail.com

LABORATORY REQUEST FOR RESPIRATORY VIRUS TEST

Laboratory Reference ID : RTK12465/COV/22/6844

Patient Name	: NUR ELISYA BINTI ISMIKHAIRUL	Gender	: Female
Patient ID	: 991217105226	Nationality	: Malaysian
Category ID	: NRIC Pesakit	Age (DOB Format D-M-Y)	: 22 Year & 2 Month (DOB 17-12-1999)
Pemohon Asal	: Klinik Oasis (Eco Granduer) (Reference No. :)	State	: Selangor
Location Information	:	Name of the Requestor	:
Pemohon Transit	: -	Date Received Specimen in Lab	: 27-02-2022

Specimen Particulars

Type of Specimen	Date & Time (24 hour format) Specimen Taken
Naso Pharyngeal Swab	27-02-2022 (Masa : Tiada Rekod)

RESPIRATORY VIRUS TEST RESULT

Specimen	Test	Results	Validated by	Validation Date
Naso Pharyngeal Swab	Rapid Antigen Test	Test Name : Coronavirus Test Result : Positive Remarks :	Dr.teanmulie Ramasamy Pegawai Perubatan Ud48	27-02-2022 Time Verified: 16:41:50 (24 Hour Format)

KLINIK OASIS
No 42G & 42A-G, Jalan Eco Grandeur
1/9A, Eco Grandeur
Bandar Puncak Alam
42300 Kuala Selangor, Selangor
Tel: 03-58710992 Fax: 03-58710993

Scan QR Code for Record Verification
at HTTPS://SIMKA-OUTBREAK.MOH.GOV.MY

Sistem Informasi Makmal Kesihatan Awam (SIMKA)
National Public Health Laboratory, Ministry of Health Malaysia.
This is computer printing. Test was verified by above officer and no signature is required.

CamScanner

UNIVERSITI
TEKNOLOGI
MARA

Cawangan Negeri Sembilan
Kampus Rembau

Surat kami : UiTM FPM 600-5(489)
Tarikh : 22 Februari 2022

'Arif Zulhakim Bin Zulkiflie
Nur Elisya Binti Ismikhairul
Nurul Fatihah Binti Aminuddin
Fakulti Pengurusan Maklumat
UiTM Cawangan Negeri Sembilan
Kampus Rembau
71300 Rembau
Negeri Sembilan

Saudara/Saudari ,

PENEMPATAN LATIHAN INDUSTRI PELAJAR SARJANA MUDA SAINS MAKLUMAT (KEPUJIAN) PENGURUSAN PERPUSTAKAAN, FAKULTI PENGURUSAN MAKLUMAT, UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN, KAMPUS REMBAU.

Dengan segala hormatnya saya diarah merujuk kepada perkara diatas.

2. Sukacita dimaklumkan bahawa saudara/saudari telah berjaya ditempatkan menjalani latihan industri yang akan bermula pada 1hb Mac sehingga 31 Julai 2022.

3. Bersama ini disertakan maklumat organisasi tersebut untuk makluman dan tindakan saudara/saudari.

Organisasi:
Perpustakaan Tun Abdul Razak
Universiti Teknologi MARA
Kampus Puncak Alam
42300 Bandar Puncak Alam, Selangor

4. Saudara/saudari diminta untuk mematuhi segala peraturan, etika kerja, peraturan akademik dan peraturan jabatan di organisasi sepanjang tempoh latihan dijalankan. Sila lapor diri kepada Puan Siti Fazlina Binti Mohamed pada 1hb Mac 2022 jam 8.00 pagi di Perpustakaan Tun Abdul Razak, UiTM Kampus Puncak Alam, Selangor.

5. Sila bawa surat ini bersama semasa melaporkan diri di organisasi latihan. Perhatian dan kerjasama saudara/saudari di dalam perkara ini didahului dengan ucapan terima kasih.

Selamat Menjalani Latihan Industri & Selamat Maju Jaya.

"WAWASAN KEMAKMURAN BERSAMA 2030"
"BERKHIDMAT UNTUK NEGARA"

Lapor diri pada 7/3/2022

Saya yang menurut perintah,

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

MOHD ZAILAN BIN ENDIN
Pensyarah Kanan / Penyelaras Latihan Industri

b.p. Ketua Pusat Pengajian

s.k   Ketua Pusat Pengajiaan

MZE/FPMRembau/desktop

Fakulti Pengurusan Maklumat
Faculty of Information Management
www.fpm.uitm.edu.my

Universiti Teknologi MARA
Cawangan Negeri Sembilan
Kampus Rembau
71300 Rembau, Negeri Sembilan Darul Khusus.
Tel : 06-698 2000   Faks : 06-698 2391
https://rembau.uitm.edu.my/

ISO 9001:2015 Certificate No.: 10120156

UiTM di hatiku

Pustakawan (S41) - 1 Orang
Keranl (N19) - 4 Orang

Perpustakaan
Tun Abdul Razak

UNIVERSITI
TEKNOLOGI
MARA

JADUAL PELAJAR LATIHAN INDUSTRI DI PTAR KAMPUS PUNCAK ALAM
(MAC 2022 - 31 JULAI 2022)

BIL.	NAMA	NO. PELAJAR
1.	Nur Elisya Binti Ismikhairul	2020993057

TARIKH	BIL. HARI	BAHAGIAN	PEGAWAI
1 Mac – 18 Mac 2022	17	Unit Pentadbiran & Unit Arkib	Puan Siti Fazlina Mohamed Raffi
21 Mac – 8 April 2022	15	Unit Perkhidmatan Pelanggan & Koleksi	Puan Hafiza Mustape
11 April – 29 April 2022	15	Unit Penyelidikan, Pembelajaran & Rujukan	Puan Nur Fatihah Muhamad
2 Mei – 18 Mei 2022	13	Unit Harta Intelek	Puan Subha Ismail
19 Mei – 1 Jun 2022	10	Unit Pesanan Bahan	Encik Mohd Anuar Mohd Maasom
1 Jun – 15 Jun 2022	10	Unit Imbangan bahan & pelupusan	En. Hazrul Amir Tomyang
16 Jun -29 Jun 2022	10	Unit Perpustakaan Digital	Encik Syazani Alif Aduka
30 Jun – 13 Julai 2022	10	PTAR Kompleks Alam Bina	Puan Norliza Othman
14 Julai – 27 Julai 2022	10	Unit Jilid	Encik Mohd Sarapi Samah
28 Julai – 29 Julai 2022	2	Penyediaan dan pembentangan Laporan	Puan Siti Fazlina Mohamed Raffi

NOTA : -

1. Setiap pelajar yang menjalani latihan industri perlu membantu kerja-kerja penyusunan buku pada setiap pagi **(8.00 – 8.30 pagi).**

2. Waktu latihan di setiap jabatan/bahagian bermula pada jam 9.00 pagi setiap hari.

3. *Pelajar melapor diri pada 7 Mac 2022 kerana masalah kesihatan. Akan tamat pada 5 Ogos 2022.*

KEDATANGAN
JULAI 2022 PTAR
KABS

Timestamp	NAMA	NOMBOR PELAJAR	TARIKH KEDATANGAN	MASA KETIK MASUK	MASA KETIK KELUAR
6/30/2022 7:53:41	NUR ELISYA BINTI ISMIKHAIRUL	2020993 057	30/6/2022	7:52:00 AM	
6/30/2022 17:02:24	NUR ELISYA BINTI ISMIKHAIRUL	2020993 057	30/6/2022		5:01:00 PM
7/1/2022 7:38:36	NUR ELISYA BINTI ISMIKHAIRUL	2020993 057	1/7/2022	7:37:00 AM	
7/1/2022 17:05:18	NUR ELISYA BINTI ISMIKHAIRUL	2020993 057	1/7/2022		5:01:00 PM
7/4/2022 7:50:26	NUR ELISYA BINTI ISMIKHAIRUL	2020993 057	4/7/2022	7:49:00 AM	
7/4/2022 17:04:15	Nur Elisya Binti Ismikhairul	2020993 057	4/7/2022		5:04:00 PM
7/5/2022 7:35:38	Nur Elisya Binti Ismikhairul	2020993 057	5/7/2022	7:35:00 AM	
7/5/2022 17:02:46	Nur Elisya Binti Ismikhairul	2020993 057	5/7/2022		5:02:00 PM
7/6/2022 7:44:04	Nur Elisya Binti Ismikhairul	2020993 057	6/7/2022	7:42:00 AM	
7/7/2022 7:58:36	Nur Elisya Binti Ismikhairul	2020993 057	6/7/2022		5:01:00 PM
7/7/2022 7:59:08	Nur Elisya Binti Ismikhairul	2020993 057	7/7/2022	7:57:00 AM	

7/7/2022 17:03:57	
7/12/2022 8:02:06	
7/13/2022 7:53:00	
7/13/2022 17:00:59	

Card 1 (leftmost, partial)

KERAJ...

A No. NAM

BAHAGIAN:

BULAN: ____

TAR	MASUK	KELUAR	
1	7:55	17:09	
2	7:59	17:33	
3	7:57	17:06	
4	7:55	17:12	
5	7:53	17:24	
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Sebarang pekerja yan
pekerja lain akan dike

Card 2

KERAJAAN MALAYSIA

A No. NAMA: NUR ELISYA

BAHAGIAN:

BULAN: MAC

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3						
4						
5						
6						
7	9:52	17:03				
8	7:42	17:01				
9	7:53	17:01				
10	7:50	17:01				
11	7:46	17:02				
12						
13						
14	7:50	17:02				
15	7:50	17:02				

AMARAN

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

Card 3

KERAJAAN MALAYSIA

B No. NAMA: NUR ELISYA

BAHAGIAN:

BULAN: MAC

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	7:50	17:03				
17	7:54	17:03				
18	7:54	17:1				
19						
20						
21	7:48	17:03				
22	7:53	17:01				
23	7:55	17:48				
24	7:40	17:01				
25	7:54	17:01				
26						
27						
28	7:57	17:01				
29	7:57	17:01				
30	7:56	17:01				
31	7:59	17:01				

AMARAN

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

Card 4

KERAJAAN MALAYSIA

A No. NAMA: NUR ELISYA BT ISMIKHAIRU

BAHAGIAN:

BULAN: APRIL

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7:49	17:01				
2						
3						
4	7:43	17:00				
5	7:55	16:31				
6	7:55	16:34				
7	7:55	16:31				
8	7:54	16:32				
9						
10						
11	7:47	16:31				
12	7:53	16:32				
13	7:52	16:33				
14	7:50	16:36				
15	7:46	16:36				

AMARAN

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

Card 5 (rightmost, partial)

KERAJAAN MALAYSIA

B No. NAMA: NUR ELISYA BT I

BAHAGIAN:

BULAN: APRIL

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYAT...
16					
17					
18	7:48	16:3			
19					
20	7:48	16:31			
21	7:51	16:3			
22	7:48	16:3			
23					
24					
25	7:50	16:32			
26	7:47	16:32			
27	7:46	16:31			
28	7:49	16:34			
29	7:50	16:31			
30					
31					

AMARAN

Sebarang pekerja yang menolong stemkan kad se
pekerja lain akan dikenakan tindakan tatatertib k

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 responsiblities 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 responsiblity 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 countain 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 and other technical information related to the work being under taken.

4. Constructive comment on the work being undertaken and your consdered opinion as to its value as training.

1. Student's Name : Nur Elisya Binti Ismikhairul

2. Date & Place of Birth : 17/12/1999 at Mawar Medical Centre

3. UITM I/C No. : 2020993057

4. Course : IM244

5. Year : 2022_____ Part___7_____

6. Home Address : No. 17 Jalan Pulau Indah U10/56A
   Seksyen U10, 40150 Shah Alam,
   Selangor

7. Address During Practical Training:
   Kolej Rafflesia 5, UiTM Kampus Puncak Alam, 42300 Bandar Puncak Alam, Selangor

8. Place of Training : PERPUSTAKAAN TUN ABDUL RAZAK
   Universiti Teknologi MARA Selangor
   KAMPUS, Bandar Puncak Alam, 42300
   Bandar Puncak Alam, Selangor

9. Name of Supervisor In-Charge : Puan Siti Fazlina Mohamed Raffi

10. Duration of Training

    From: 7 March 2022_____ To: 5 August 2022_____

FOR OFFICE USE ONLY:

11. Remarks: [Dean/ Course Tutor]

_____
_____
_____
_____
_____
_____
_____
_____

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
7/3-25/3	My supervisor assigned me to transfer the students record information from physical files to Archives Management System (AMS). Below are the steps or work process included: Administration Unit and Archives Unit. ➤ List of student's personal files Step 1: The archive box containing the student's personal documents. A list of student names appears in each box. The list of names will be photocopied, and then there will be number. On the list paper, the IC for each student is written. Step 2: Scan every piece of paper containing the student's personal information. Prior to that, each sheet is inspected to ensure that it is not attached to a stapler or clip. This is done to ensure that the scanning process runs smoothly. Step 3: After scanning, the information will be entered into Excel. Such as an identity card number, full name, matrix number, and program code. ➤ Update Student Records in archives management system (AMS) Step 1: Student information is considered as an important university record. The title, year it was created, and a description of the material must be included in the Receipt of document file section. Step 2: Item Metadata List. Information details that need to filled in such as the storage period, the condition of the materials and the list of attachments contained in the student file.	ZLINA BINTI MOHAMED RA Pustakawan Kanan (S44) Perpustakaan Tun Abdul Razak Universiti Teknologi MARA Kampus Puncak Alam 42300 Bandar Puncak Alam Selangor

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
30/3-15/4	The Customer Service and Collection Management Unit focuses on resolving problems that students frequently encounter. The card and the OPAC system, for example, cannot access, borrow, or return books. All the keys to the library's rooms are kept by the staff in this section. This unit will participate in the management of any programmes or events involving school or university students. Customer Service and Collection Management Unit ➢ Manage organisational programmes for the regulatory resource centre on March 24, 2022. Step 1: Locate book material and record details such as the title, author, and call number. Step 2: The information will be rechecked through the OPAC to ensure that the material is in the system. Step 3: The entire information list was entered into Microsoft Excel and printed for reference. Step 4: Provide a Quick Guide to Using the OPAC Online Book Search Service ➢ I have learned how to operate a shredded paper machine. Sensitive documents, as well as those containing personally identifiable information, will be disposed of in a secure manner. ➢ Using the LIBSYS system, a multiuser integrated library management software, I have learned to isolated old and unused books. ➢ I have also learned how to use the lamination machine, which helps keep documents safe and protected for years of use.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
18/4-6/5	This unit is available for creating online database classes, Mendeley classes, and endnote classes, as well as online exhibition, chat with librarian services (8.30 a.m.-5.30 p.m.), uploading journals into the MyJurnal system, and updating the H-Index. Research, Learning and Reference Unit ➤ Online database classes for literature: Conduct online database classes for students from the Faculty of Health Sciences. This class module focuses on the different types and features of online databases that UiTM library subscribes to. It shows how to use an online database to find articles by subject. Students and researchers can also learn how to use online databases to find relevant resources by developing a search strategy or technique. **Duration:** 1-2 hours **Teaching Medium:** Google Meet ➤ Update H-Index & Citations article: The UiTM H-Index Author profile will be updated every month by referring to the h-Index that collected from Online Databases SCOPUS, Web of Science (WoS) and Google Scholar. The h-Index author is based upon number of documents and number of citations. H-Index & Citations: Metrics overview (SCOPUS) H-Index & Citations: Metrics overview (WoS) H-Index & Citations: Cited by (GS)	NUR FATIHAH BINTI MUHAMAD Pustakawan Perpustakaan Tun Abdul Razak UITM Cawangan Selangor Kampus Puncak Alam

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
9/5-25/5	The head of this unit is Puan Subha Ismail as (Senior Librarian) assisted by En. Mohd Fahmi Mohd Kadim (senior assistant librarian) and Puan Siti Nornafiza Katmini (senior assistant librarian). Responsible for managing the procurement and digitization of UiTM Intellectual Property Materials as well as the development of Local Content UiTM materials and material indexing.	

Intellectual Property Unit

> Thesis tagging process

Some of the processes included are as follows:

1. Browse the UiTM Institutional Repository website.
2. Select the type of search.
3. Search books by title or author name.
4. The result will be in the form of a link.
5. Use the ID number as a tagging number.
6. Write and pasted the number on the thesis's cover page.
7. Arrange the thesis on the shelf according to the number.

> Local Material Content Search

PTAR offers a comprehensive collection of local content materials tailored to the needs of the Faculty at UiTM. I'm attempting to obtain content from digital sources such as online newspapers (Local). Obtaining relevant keywords is one of the steps in the material acquisition process. The newspaper search I was looking for used the keyword nursing related to the Faculty of Health Sciences, the year 2022, between April and May.

SUBHA BINTI ISMAIL
Pustakawan Kanan
Perpustakaan Tun Abdul Razak
UiTM Cawangan Selangor
Kampus Puncak Alam

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
26/5-8/6	The head of the Library Planning and Development Division for Material Order Unit is En. Mohd Anuar Mohd Maasom (Senior Librarian). This unit is assisted by Pn. Roziwaty Jaiman (Senior Assistant Librarian), En. Fariz Azuan Harun (Senior Assistant Librarian) and En. Mohd Zaini Md. Yusuf (Operations Assistant). Responsible for all aspects of obtaining materials for libraries. This is followed by receiving the materials, checking their quality, processing invoices, making payment to vendors or individuals, and maintaining the necessary records related to acquisitions. Material Order Unit ➤ Gifts (Material) acceptance process I chose material (Books, Magazine, CD, Audio) from the previous five years as a gift. If it is more than the year, it will not be accepted unless the material is not available in any other edition for the year. The first step after receiving these gifts is to write a note of gratitude to the person who gave the gifts. Material sorting will take place according to the year. ➤ Accessioning process (In person): There will be an order letter if the provider follows the order that has been placed. A number reference and no. order will be included in the letter, as well as a list of requested book titles. It is necessary to ensure that the price sent is the same as the price on the list. Then, I will double-check the ISBN	 MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

number in the back of the book to make sure it matches the order number. Next, to avoid printing upside down or already in use, I will double-check the book's conditions. The title of the book must match the book cover. Lastly, to make payment, all related invoices will be handed over to the UiTM treasurer.

> Accessioning process using the Web-Based Integrated Library System (Wills):

1. Acquisition
2. Receiving
3. Invoice processing
4. Accessioning
5. New invoice
6. Key in all the details of the book. Such as invoice no. date, total amount of the book, currency, order number and remarks.
7. Submit

> Release Cataloging Process

Using the acquisition module for release cataloging:
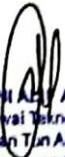
1. Enter the accession number
2. Submit
3. Double-check the title and accession number to see if they appear to be correct or if there is an error
4. Submit
5. Release

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
8/6-22/6	Senior Librarian for the Material Balance and Disposal Unit is En. Hazrul Amir Tomyang. This unit is assisted by Pn. Siti Zubaidah Khalid as Senior Assistant Librarian (Material Balance) and En. Mohd Ekhwan Mohamad (Disposal of Materials and eBooks). This unit consists of syllabus reading material. Among the activities available in this unit are the acquisition of syllabus documents, reviewing the list of syllabus reading materials, updating the marking of 526 tagging, making purchase recommendations and also receiving materials. The acquisition does not mean buying, but obtaining it from the faculty through the academic affairs unit (HEA). Material Balance and Disposal Unit • Activities in the material balance section: During my time in this unit, I was assigned to review the list of syllabus reading materials using Microsoft Excel and also update the 526 tagging. The function of 526 tagging is to facilitate the search for material in the OPAC system. I made a syllabus review consisting of several faculties. Syllabus materials are obtained through reference lists and textbooks that are usually given to students at the beginning of the semester. Next, the information will be included in the Microsoft excel template, so I can see the existence of the material in the library system throughout UiTM. PTAR adopts the concept of 'knowledge sharing', to conduct an inter library loan process. Next, the tagging of 526 using the Web-Based Integrated Library Management System (Wills)	HAZRUL AMIR TOMYANG Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
23/6-29/6	The head of this unit is Mr. Syazani Alif Aduka as Assistant Information Technology Officer assisted by Mr. Annas Hamirzul Iszal Madzar as assistant librarian. Responsible for improving the quality of the information delivery system in fulfilling the needs and expectations of our users as well as becoming a useful resource for services and processes offered by the university. <u>Digital Library Unit</u> Among the activities carried out while being in this unit: ➢ Learn to Use Adobe Photoshop • Learning Techniques for editing pictures for posters using Adobe Photoshop • Designed posters for public holiday ➢ Graphic Design Basic Class • Learn basic techniques in video or photo editing • Create visual content to communicate messages ➢ Diversified Computer Controlling System (DCCS) • Learn to use the DCCS system to turn the computer on and off • The software is simple to implement and operate	SYAZANI ALIF ADUKA Penolong Pegawai Teknologi Maklumat Perpustakaan Tun Abdul Razak UITM Cawangan Selangor Kampus Puncak Alam

| DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
PTAR KOMPLEKS ALAM BINA DAN SENI REKA (PKABS) **30/6-13/7**	PTAR Kompleks Alam Bina dan Seni Reka (PKABS) is located next to the Faculty of Architecture, Planning and Surveying (FSPU), and the Faculty of Art and Design (FSSR). Mrs. Norliza Othman as Senior Librarian serves as Head of Library. This library is assisted by Puan Munirah Mohamad Izzan, Mohd Fauzi Badiran, and Nurhayati Johari as Assistant Librarian. These are activities performed during the internship at PTAR Kompleks Alam Bina dan Seni Reka: 1. Library Tour On my first day at this PTAR, Mrs. Norliza took me and my intern friends to visit the place section of the library. Among them, the discussion room has two zones, closed and open zones. Next, I visited the computer lab and the counter. 2. Arrange books During my time in this unit, I was assigned to arranged all the books. Organizing books from cart to shelves is according to the correct call number. Each person is assigned to complete two bookshelves. The books that have been arranged will make it easier for students to find the book they want. 3. Program Books2u The program provides an opportunity for participants to borrow books, return books, review general library information and also book delivery. I was assigned to arranged a collection of new novels and books for students specialized in the fields of architecture, planning and surveying as well as the fields of painting and design.	NORLIZA OTHMAN Pustakawan Kanan PTAR UiTM Cawangan Selangor 42300 Puncak Alam Selangor 14/7/22

4. Program Indoor Games & E-Games

The program aims to encourage visitors to visit the library. Among the activities held were Blokus, *Congkak*, *Dam Ular*, *Dam Haji* and also playing Playstation 4. I was assigned to make posters and certificates for the participants. Also, buy and pack gifts for each participant who participates in the game. Create a QR Code and google form to fill in the attendance.

5. Webinar Microsoft Excel Skills: Tips for Beginners

This program is held to provide more exposure and knowledge on the use of Microsoft Excel. Open to all students and the general public, via the Webex platform. The collaboration was done with the panel of Dr. Zahril Shahida Ahmad. During the organization of this program, I was assigned to be the moderator. The process involved is to make a poster and create a program working paper.

6. Selfie Spot @PTARKABS

The program's initiative aims to promote the library as well as attract users to visit this library. This can also show that the library is not just a place to read books and borrow books. This activity provides an opportunity for visitors to spend time in the library. Among the activity processes I did was painting the benches and decorating the place to take a selfie.

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
14/7-5/8	The head of this unit is En. Mohd Sarapi Samah as Conservation Assistant. Responsible to save materials from damage, maintain the durability of materials and extend the life of reading materials. The monthly statistics of total book production is 35 per month. Volume Unit ➤ Book Binding Process Some of the processes included are as follows: 1. Tearing the pages of a book To facilitate cutting process on the spine of the book 2. Trimming At the spine of the book 3. Punching using odd number If it is damaged, punch 7/5 holes according to the size of the book using book hole drilling machines 4. Sewing books Using a side stitch: Books & Journals 5. Paste end paper End paper is usually a pair of folio folding papers attached to the beginning and end of the body of the book. 6. Book press settings	

	Using a book press machine to glue the spine	
	7. Scrape the spine	
	Excess glue on the book will be scraped off	
	8. Cutting the (head, chest and foot) of the book as well as cutting strawboard	
	Using Board Cutter Machine to make book covers	
	9. Tidy up the spine of the book	
	Headband - Beautifies the look of a book	
	Mull cloth - Holds each page sheet when the thread breaks or the glue breaks	
	Brown papers - Cover the spine of the book after it has been wrapped with mull cloth	
	10. Cutting and affix acrolin	
	On the surface of strawboard and hollow card	
	11. Stamping on the spine of the book	
	Using silver and gold foil to write the title	
	12. Glue between book cover and end paper	
	The process of combining the book cover and end paper	