FACULTY OF INFORMATION MANAGEMENT

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

INDUSTRIAL TRAINING REPORT (IMC690)

PERPUSTAKAAN TUN ABDUL RAZAK (PTAR)

UiTM CAWANGAN SELANGOR

KAMPUS PUNCAK ALAM

42300 BANDAR PUNCAK ALAM,

SELANGOR DARUL EHSAN.

PREPARED BY:

NURUL FATIHAH BINTI AMINUDDIN

2020960691

1 MARCH - 31 JULY 2022

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FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA,

CAWANGAN NEGERI SEMBILAN KAMPUS REMBAU,

73000 REMBAU,

NEGERI SEMBILAN

DECLARATION

I hereby verify that this report was written by Nurul Fatihah binti Aminuddin, did not copy from any students' work or from any sources that can be an issue in the future. I also declare that no part of this report has been published or submitted for the publication.

Signed by,

_____

Nurul Fatihah binti Aminuddin

2020960691

Date of submission: 10 August 2022

ABSTRACT

As to fulfill the requirements of this course which is IMC690 Industrial Training, I have undergone industrial training for the period of five months starting from 1 March until 31 July 2022 at PTAR Kampus Puncak Alam. This report contains four chapters. For Chapter 1 it contains the introduction of the library that includes the organization structure. Chapter 2 contains the information about the departments of the library and Chapter 3 will show about the industrial training activities that I have been involved in. Lastly, Chapter 4 is about the reflection of learning about the library and knowledge that I gained and also include the limitations and recommendations.

ACKNOWLEDGEMENT

All praises and thanks to Allah, I am able to complete my industrial training in Perpustakaan Tun Abdul Razak (PTAR) Kampus Puncak Alam for 5 months (1 March - 31 July 2022). I would like to thank the following for their dedication in assisting me throughout the internship training phase, their continuous support and encouragement that helps me to put through all the hardship of the learning phase in Industrial Training.

Firstly, I would like to thank Mr. Mohd Zailan bin Endin as he dedicated in helping and supporting the students to secure internship placement while guiding the students throughout the internship period and thank you to the supervisors from UiTM Kampus Rembau which are Mrs. Noor Faraliza Binti Samsudin and Mrs. Amirah Hj Abu Hassan as they supporting and guiding me during my internship. Also, thank you to Mrs. Hafiza Mustape, my supervisor from PTAR Kampus Rembau. Special appreciation I bid to all staff and team from all department in PTAR Kampus Puncak Alam and also PTAR Kampus Alam Bina dan Seni Reka for many priceless advices and willing to spend their time to support and taught me as an intern to the whole process in this library and guide me throughout the internship training period.

Also, I would like to thank my family especially my father, for willingly driving me every day during internship and their prayers that always be with me through highs and lows. Not to forget, I would like to say thank you for being my friends during our internship. I hope we all will succeed together in the future. Lastly, I would like to thank you for all the love shared and the motivations from friends and colleagues that encouraged me throughout the internship period that helped me to achieve my goal.

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CHAPTER 1: INTRODUCTION

1.0 Introduction

This report describes the internship taken by Nurul Fatihah binti Aminuddin, an industrial training student (will be refer as the trainee after this) that choose PTAR Kampus Puncak Alam as her place for industrial training. Students also provided the guidelines, rules and regulations before start their training session. Universiti Teknologi MARA (UiTM) is known as one of a university with prestigious image that able to produce students and fresh graduates that competent enough to be absorbed into the industry without any doubt due to its well-designed of its syllabus according to courses that complement the need of the industry in the current year. The Industrial Training subject (IMC690) in Faculty of Information Management implies good application of the industry as the duration of the internship program is one of the longest durations offered to the students to be well-defined of the company's requirement that constructed a well-informed student to be prepared for the student's future which is five months duration of internship (22 weeks).

Students who pursued this course had to pass all of their previous semester's courses in order to begin their industrial training, and they had to register for the IMC690 course in order to participate in an internship program. Regarding this internship period, the student will participate in industrial training, which gives them the chance to experience the actual workplace environment and help them build their work ethics, communication, management, and teamwork abilities. The rules are made clear so that the students may comprehend the work ethics, comprehend the job description provided by the supervisor of the host company, and fulfil the requirements to enhance the relationship between the university and the host company which is Perpustakaan Tun Abdul Razak (PTAR) Kampus Puncak Alam.

1.1 Background of the Organization

Figure 1.1

PTAR Puncak Alam

According to the website of Perpustakaan UiTM Cawangan Selangor Kampus Puncak Alam, it was operated on 27th July 2009 and this academic library moved to new location as part of Phase 2 developments and officially established on in May 2014. The Private Finance Initiative (PFI) concept is being used in this building. This brand-new building has four levels and can hold 1,300 people at once. Access to electronic resources such databases, citation indexes, e-journals, and bibliographic management software is also provided by this library. In addition, there are also has another library called Perpustakaan Tun Abdul Razak (PTAR) Kompleks Alam Bina dan Senireka in the UiTM Puncak Alam which opened in 2015. The facilities and services are designed to accommodate the teaching, learning, research, and knowledge growth demands of UiTM users based on the faculties available. Faculties that have in UiTM Kampus Puncak Alam are:

    a. Faculty of Education

    b. Faculty of Business and Management

    c. Faculty of Accountancy

    d. Faculty of Health Science

    e. Faculty of Hotel and Tourism Management

    f. Faculty of Pharmacy

g. Atta-Ur-Rahman Institute for Natural Products Discovery (AuRins)

h. Integrative Pharmacogenomics Institute (iPROMISE)

1.1.1 Location

Figure 1.1.1.1

The map of PTAR Puncak Alam

PTAR Puncak Alam is located at Universiti Teknologi MARA (UiTM) Cawangan Selangor Kampus Puncak Alam, 42300 Bandar Puncak Alam, Selangor. It is a strategic place for the users of this library as it is near to the faculties in this UiTM Puncak Alam.

1.1.2 Vision, Mission and Philosophy
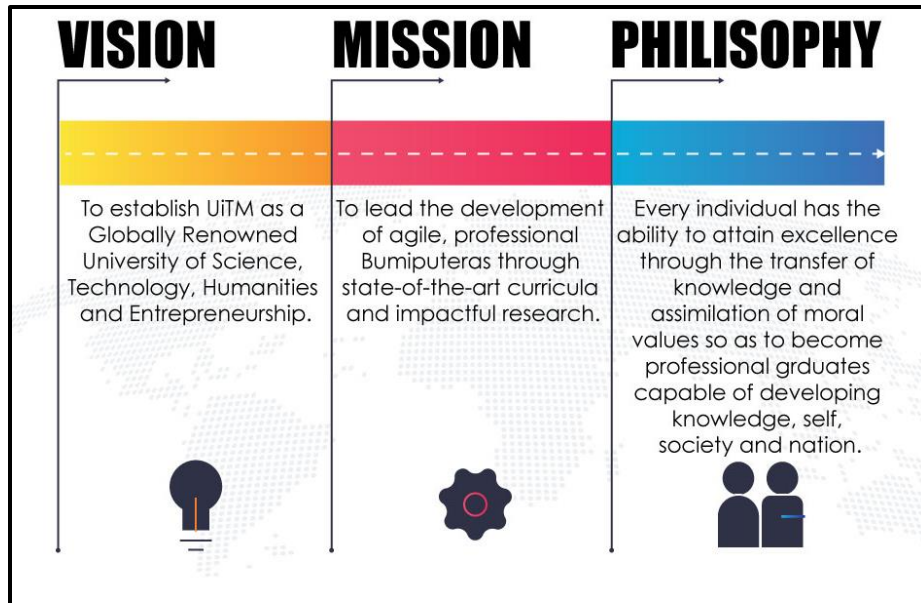
Figure 1.1.2

The Vision, Mission and Philosophy of PTAR UiTM

Source: Website of PTAR

1.1.3 Objectives

i. To empower the delivery of UiTM's library services as a center of information excellence that always remains relevant and respected.

ii. To serve comprehensive, up to date and relevant knowledge and resources in various physical and virtual formats.

iii. To provide a conducive environment and facilities for teaching, learning and research matters.

iv. To develop the latest information technology and communication facilities based on customer needs.

v. To strengthen human capital through Budaya PERDANA for PUiTM communities.

<ol type="i" start="6">
To enrich relation and cooperation with external organisations in industrial networks.

1.1.4 Client Charter

PTAR is committed in providing world-class environment, services and resources to enhance study, research and teaching experiences.

PTAR's client charter reflects the commitment to provide world-class services and focuses on six main areas which are:

<ol type="i">
To deliver user-friendly services to PTAR users
To provide weekly updates to PTAR users of our new arrivals and collections
To provide a response within THREE (3) weeks upon the date of application for Inter-Library loan requests
To respond within ONE (1) working day on Information Skill Class
To provide 24/7 access to the PTAR Portal and electronic resources
To provide access within THREE (3) working days upon date of application for reference archive materials

1.1.5 Opening Hour

Table 2.1.5
The Opening Hour of PTAR Puncak Alam

Days	Time
Monday - Friday	8:30 a.m. - 06:45 p.m.
Saturday & Sunday	8:30 a.m. - 04:45 p.m.
Public Holiday	Close

1.2 Organizational Structure

CARTA ORGANISASI
PERPUSTAKAAN TUN ABDUL RAZAK
UiTM CAWANGAN SELANGOR

REKTOR

KETUA PERPUSTAKAAN
Ts. Mohamad Hamidi Bin Mohd Jais
Ketua Timbalan Pustakawan (S54)

BAHAGIAN PENTADBIRAN ORGANISASI
Puan Siti Fazlina Mohamed Raffi
Pustakawan Kanan (S44)

UNIT PENTADBIRAN
Cik. Kamarunisa Mudhar (S26)
Pemb.Pustakawan (S19) -1 Orang (Kosong)
Puan Zettyhasni Zulkarnaini (N11)

UNIT ARKIB
En. Mohd Sarapi Samah (S19)
Cik Nurul Natasya Zulkifli (S19)

BAHAGIAN PERANCANGAN & PEMBANGUNAN PERPUSTAKAAN
En. Mohd Anuar Mohd Maasom
Pustakawan Kanan (S44)

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

UNIT HARTA INTELEK
Puan Subha Ismail (S44)
En. Mohd Fahmi Kadim (S22)
Pn. Siti Nornafiza Katmidi (S22)

UNIT IMBANGAN BAHAN & PELUPUSAN
En. Hazrul Amir Tomyang (S44)
En. Mohd Ekhwan Mohamad (S22)
Puan Siti Zubaidah Khalid (S22)

BAHAGIAN PERKHIDMATAN PERPUSTAKAAN
Encik Arshad Bujang
Timb. Ketua Pustakawan Kanan (S52)

UNIT PERKHIDMATAN PELANGGAN
Puan Hafiza Mustape (S44)
En. Bakar Mohd Yasin (S26)
Puan Noraini Ahamat Kamil (S22)
En. Hamizan Hamzah (S22)
Puan Rahimah Kamar Din (S19)
Cik Nurul Annis Anuar (S19)
En. Firdaus Abdul Rahim (S22)

UNIT PENYELIDIKAN, PEMBELAJARAN & RUJUKAN
Puan Nur Fatihah Muhamad (S41)
Puan Fatimah Harith (S22)
Puan Nor Kamala Yahya (S22)

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

PTAR KAMPUS PUNCAK PERDANA
Pustakawan (S41) - 1 Orang (Kosong)
En. Mohd Emi Mat Hazir (S22)
En. Mohammad Firdaus Kamaruddin (S22)
Cik Neni Suzelin Mazlan (S22)
Puan Mawarni Rosli (S19)
Puan Nur Rahimah Hamzah (S19)

PTAR KOMPLEKS ALAM BINA & SENI REKA
Puan Norliza Othman (S44)
Puan Nurhayati Johari (S19)
En. Mohd Fauzi Badiran (S22)
Puan Munirah Mohamad Izzan (S22)

PTAR KAMPUS SUNGAI BULOH, SELAYANG & TELUK INTAN
Timbalan Ketua Pustakawan (S48) -1 Orang
Pustakawan (S41) - 1 Orang
Pustakawan (S41) - 1 Orang (Kosong)
Pembantu Pustakawan (S19) - 13 Orang
Pembantu Pemuliharaan (S19) - 1 Orang

PTAR KAMPUS DENGKIL
Pustakawan Kanan (S44) - 1 Orang
Pustakawan (S41) - 1 Orang (Kosong)
Pembantu Pustakawan (S19) - 5 Orang

PTAR HOSPITAL UITM
Pustakawan (S41) - 1 Orang
Kerani (N19) - 4 Orang

Figure 1.2

Organization Chart of PTAR UiTM Cawangan Selangor (UCS)

CHAPTER 2: ORGANIZATION INFORMATION

2.1 Departmental Structure

2.1.1 Department of Organizational Administration

In PTAR Kampus Puncak Alam, Department of Organizational Administration is led by Puan Siti Fazlina Mohamed Raffi who is a Senior Librarian (S44). The Administrative Unit and the Archive Unit are the two divisions within this department. There are two employees in the Administrative Unit: Mrs. Zettyhasni Zulkarnaini (N11) and Ms. Kamarunisa Mudhar (S26). However, the Archive Unit only employs one person, Mr. Mohd Sarapi Samah (S19).

2.1.2 Department of Library Planning and Development

The Department of Library Planning and Development is managed by Mr. Mohd Anuar Mohd Maasom, a Senior Library (S44) at PTAR Kampus Puncak Alam. The Acquisition Unit, the Intellectual Property Unit, and the Material Balance and Disposal Unit are the three sections that form this department. Mrs. Roziwaty Jaiman (S22), Mr. Fariz Azuan Harun (S22), and Mr. Mohd Zaini Yusuf are the three employees of the Acquisition Unit (N11). The following department has three assistant librarian: Mrs. Subha Ismail (S44), Mr. Mohd Fahmi Kadim (S22), and Mrs. Siti Nornafiza Katmidi (S22). Last but not least, there are three employees working for the Material Balance and Disposal Unit: Mr. Hazrul Amir Tomyang (S44), Mr. Mohd Ekhwan Mohamad (S22), and Mrs. Siti Zubaidah Khalid (S22).

2.1.3 Department of Library Services

The head of this department is Mr. Arshad Bujang, a Senior Deputy Chief Librarian (S52). The Customer Service and Collection Unit, the Research, Learning and Reference Unit, and the Digital Library Unit are the three departments that make up this department. Six employees, including Mr. Bakar Mohd Yasin (S26), Mrs.

Noraini Ahamat Kamil (S22), Mr. Hamizan Hamzah (S22), Mrs. Rahimah Kamar Din (S19), Ms. Nurul Anis Anuar (S19), and Mr. Firdaus Abdul Rahim, assist Mrs. Hafiza Mustape (S44), who is in charge of the Customer Service and Collection Unit (S22). Next, the leader of the Research, Learning, and Reference Unit is Mrs. Nur Fatihah Muhamad (S41). She received assistance from two employees under this section, Mrs. Nor Kamala Yahya (S22) and Mrs. Fatimah Harith (S22) (S22). The two employees of the Digital Library are Mr. Syazani Alif Aduka (FA29) and Mr. Annas Hamirzul Iszal Madzar (S19).

2.1.4 PTAR Kompleks Alam Bina dan Seni Reka

Figure 2.1.4

PTAR Kompleks Alam Bina dan Seni Reka

PTAR Kompleks Alam Bina dan Seni Reka is a library that is established in UiTM Puncak Alam, as was previously mentioned in Chapter 1. There are no specific department and staff for this library as it only focuses on services like borrowing, lending and renewal books and etc. A Senior Librarian, Mrs. Norliza Othman (S44), and three other employees, Mrs. Nurhayati Johari (S19), Mrs. Mohd Fauzi Badiran

(S22), and Mrs. Munirah Mohamad Izzah (S22)., are the only employees of this library. The library materials in this library focus on two faculties which are:

      i. Faculty of Architecture, Planning and Surveying

      ii. Faculty of Art and Design.

2.2 Department Function

Every department in PTAR Puncak Alam exists to ensure that the organization's services are delivered efficiently. Each department has its own set of responsibilities. The functions of every department will be explained by staffs to the students of industrial training during the training period.

2.2.1 Department of Organizational Administration

i. Coordinate the programs / activities (*takwim*) of the Planning Division, the implementation of PS and KPI Division.

ii. Manage Library Governance.

iii. Coordinate Strategic Planning and Library Quality.

iv. Manage the file system and library administration records.

v. Planning and monitoring of the operational implementation of the *Unit Arkib Cawangan Selangor*.

vi. Planning the acquisition of archival materials.

vii. Plan the conservation of library collections and archives.

Table 3.2.1

Units and Functions of Department of Organizational Administration

Unit	Functions
1) Administrative Unit	i. Coordinate library risk management. ii. Coordinate the preparation of library quality documents for the approval/ notification of the Selangor MPD Meeting, JKEN and JPPP. iii. Secretariat of the main meeting of the library (JPD). iv. Manage the performance evaluation of the Department/ Division/ Branch Library. v. Manage library staffing data and information. vi. Manage PTAR staff time recorder card reports (Library leave moderator). vii. Manage the requirements of the Student Service Scheme (SKP). viii. Manage the use of library vehicles. ix. Manage the organization of training/ internal and external courses of the library. x. Manage Industrial Training of students/ Job Attachment of PTAR staff to organizations within and outside UiTM. xi. Manage the allocation of management and the Library Trust Fund. xii. Manage the supply, services/ works.

	xiii. Manage movable assets and verification and upgrade controls. xiv. Maintaining library infrastructure.
2. Archive Unit	i. Manage the development of archive collections. ii. Manage the Archive System. (AMS) iii. Manage the implementation of the digital records of the university. iv. Manage the disposal of physical records and electronic records. v. Manage the advisory and briefing services of the department. vi. Manage the appointment of the University Records Officer. vii. Manage the implementation of audits of university records. viii. Manage the preservation and conservation of library/ archive materials.

2.2.2 Department of Library Planning and Development

i. Plan and coordinate the development needs of the library's printed materials resources such as syllabus materials, special collections, magazines and journals, standing orders.

ii. Manage and monitor the performance of expenses for the provision of the purchase of printed materials.

iii. Manage the procession of library materials.

iv. Manage the cataloging of library materials.

v. Manage the disposition of printed materials of the library.

Table 2.2.2

Units and Functions of Department of Library Planning and Development

Unit	Functions
1. Acquisition Unit	i. Manage the process of purchasing the source of printed materials such as books, magazines and journals. ii. Manage the cataloging and classification of materials. iii. Manage the *Mesyuarat Kelulusan Pembelian Buku dan Majalah* PTAR. iv. Manage the *Mesyuarat Pemilihan Vendor Buku* PTAR. v. Verifying book prices related to the process of late book returns and staff salary deductions.
2. Intellectual Property, Gifts and Exchange Unit	i. Manage gift materials and exchange of UiTM publications from agencies or organizations within or outside the country. ii. Manage the procurement of intellectual property materials (delivery policy management). iii. Manage local content according to the requirements of PTJ UiTM. iv. Manage material contribution to PTJ UiTM (Reading Corner). v. Manage the quality control of record and physical gift materials and intellectual property.

3. Material Balance and Disposal Unit.	i. Manage the proposed purchase of syllabus reading materials. ii. Manage the assessment of the disposal of the source of the syllabus reading material. iii. Manage the balance and ownership of library materials (change of location of academic programs). iv. Manage syllabus information according to academic program. v. Manage the development of the *Koleksi Retro*.

2.2.3 Department of Library Services

i. Implementation and achievement of Unit KPIs.

ii. Planning of customer services and library collections.

iii. Planning to intensify reading encouragement programs at the university level.

iv. Strategic cooperation planning of community networks (faculties, libraries, universities, local or foreign industries).

v. Library-related research planning.

vi. Planning of Information Literacy Programs at the university level.

vii. Planning Library reference services.

viii. Planning of the library promotion and publicity plan as well as the main exhibition of PTAR.

ix. Plan and Manage the affairs of the Library Liaison Officer (PPP) and the Faculty Liaison Officer.

x. Manage the official writing of the library.

xi. Coordinate briefings, visits from outside the PTAR.

xii. Coordinate complaints and feedback from library customers.

Table 2.2.3

Units and Functions of Department of Library Services

Unit	Functions
1. Customer Service and Collection Unit	i. Manage Customer Service counters. ii. Manage the collection of library fine proceeds. iii. Manage customer relationships using the CRM (Customer Relationship Management) system. iv. Manage the services of the Book Delivery Service Publication and Service Supply system. v. Manage new library materials. vi. Manage the general collection and special collection of the Library (transfer and teaching of materials). vii. Manage the marketing of library collections. viii. Carrying out the stock taking.
2. Research, Learning, and Reference Unit	i. Manage referral services physically and online (Chat with Librarian). ii. Manage Information Dissemination Selection Services (SDI). iii. Manage information search services. iv. Coordinate and update the social media section (Facebook, Blog, Twitter and Youtube). v. Coordinate the validation of publishing records in PRIMe, MyCIte and MyJurnal.

	vi. Conduct research support consultancy services (citation, h-index, impact factors).
	vii. Manage indexed journal revisions.
	viii. Conduct research support guidance programs with publishers.
	ix. Coordinate free or paid courses related to research services.
	x. Manage information literacy programs.
	xi. Manage Distance Learning services.
	xii. Conduct tutoring on a walk-in or scheduled basis.
	xiii. Manage information literacy promotion activities.
3. Digital Library Unit	i. Infra-ICT Planning and Monitoring, Library Information System, Digital Applications, Web Library.
	ii. Infra Planning and ICT Services.
	iii. Manage the library website.
	iv. Library ICT Procurement Planning.

CHAPTER 3:

INDUSTRIAL TRAINING

ACTIVITIES

3.1 Training Activities

Perpustakaan Tun Abdul Razak
UNIVERSITI TEKNOLOGI MARA

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

BIL.	NAMA	NO. PELAJAR
1.	Nurul Fatihah Binti Aminuddin	2020960691
2.	Arif Zulhakim B. Zulkiflie	2020969039

TARIKH	BIL. HARI	BAHAGIAN	PEGAWAI
1 Mac – 18 Mac 2022	17	Unit Perkhidmatan Pelanggan & Koleksi	Puan Hafiza Mustape
21 Mac – 8 April 2022	15	Unit Pentadbiran & Arkib	Puan Siti Fazlina Mohamed Raffi
11 April – 29 April 2022	15	Unit Pesanan Bahan	Encik Mohd Anuar Mohd Maasom
2 Mei – 18 Mei 2022	13	Unit Harta Intelek	Puan Subha Ismail
19 Mei – 1 Jun 2022	10	Unit Imbangan bahan & pelupusan	En. Hazrul Amir Tomyang
1 Jun – 15 Jun 2022	10	Unit Perpustakaan Digital	Encik Syazani Alif Aduka
16 Jun -29 Jun 2022	10	Unit Penyelidikan, Pembelajaran & Rujukan	Puan Nur Fatihah Muhamad
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.

Figure 3.1

Training Schedule

The trainee reports to the PTAR Kampus Puncak Alam on the first day of the internship, which is March 1, 2022. All trainees are required to attend the briefing session led by Senior Librarian Mrs. Siti Fazlina Mohamed Raffi regarding the library's introduction, organization structures, functions, facilities, services, etc. Then, every trainee went on a tour of the library and introduced themselves to every employee in every department. After that, Ms. Kamarunisa Mudhar will help the trainees set up the fingerprint access and card time attendance for the library's attendance system. At PTAR Kampus Puncak Alam, the trainees also received a five-month training schedule as shown on Figure 3.1.

3.1.1 Shelving

Figure 3.1.1

Shelving and self-reading process

According to Figure 3.1's training schedule, the trainee must perform the task of shelving every day from 8:00 am to 8:30 am. This activity's objective is to provide all trainees enrolled in the Library Management course with an opportunity to improve self-reading and categorize the call numbers that are placed next to each book. Before the trainee proceeds to do shelving on the trolleys at levels 3 and 4 of the PTAR Kampus Puncak Alam, Mr. Bakar Mohd Yasin from Customer Service and Collection Unit assists and teaches on how to do shelving of call number of physical materials like book and

magazine. The books will then be placed on the proper shelves according to the right subject to prevent misplacing them and making it difficult to locate them later. In addition, the Library of Congress Classification (LCC) is used for categorizing books in this library.

3.1.2 Customer Service and Collection Unit

Date of Training: 1 March – 18 March 2022
Number of Days: 17 Days

3.1.2.1 Semester Break Project

The trainee was assigned to sketch the floorplan of the bookshelf of level 4 by Mr. Bakar Mohd Yassin and helped by Mr. Hamizan Hamzah. The purpose of doing this activity is to involve the process of transferring the collection of books and the addition of new shelves on the 4th floor of PTAR Kampus Puncak Alam. It is involved for the Retro Materials Collection which are books published before 1999 that need to be sorted from Open Shelf Collection. The collection of books that involved in this process are Retro Collection, Reference Collection, Bound Collection and Syllabus Collection. The processes for this project are shown on the Figure 3.1.2.1(c) below.

Figure 3.1.2.1(a)

Identify and sort books for Retro Collection

Figure 3.1.2.1(b)

Books that involved in Semester Break Project

Sketch the floorplan of the bookshelf of level 4 before and after the process of transferring the collection of books and addition of new shelves on the 4th floor.

Digitizing the floorplan by using PowerPoint.

Helps to install shelves and rearrange the books from the collection involved on the shelves according to the call number. All the staff from this unit are involved in this process.

Identify and sort books that were published before 1999 from the Open Shelves Collection.

Checking up and labeling each of the book shelves after the process of transitioning the collection of books and the addition of new shelves on the 4th floor.

Print and laminate the updated floorplan and the new label of each bookshelves according the latest call number on 4th floor of PTAR Kampus Puncak Alam.

Figure 3.1.2.1(c)

The process of Semester Break Project

PELAN LANTAI ARAS 4, PTAR KAMPUS PUNCAK ALAM

PETUNJUK

A		KOLEKSI RAK TERBUKA
B		KOLEKSI BAHAN RETRO
C		KOLEKSI BAHAN RUJUKAN
D		KOLEKSI MAJALAH BERJILID
E		KOLEKSI BAHAN SILIBUS
	(TIANG)	TIANG
	(WEB OPAC)	WEB OPAC

Labels and call number ranges shown on the plan:

- WY 20.5 P222n 2006 – ZWB 555M478t 1993
- WG 141B615 2008 – WP 815P578 2013
- WP 870 A769 2001 – WY20.5N97445 2010
- WB 320ES64 2006 – WG 140W447E 2006
- TX 911.3.M27M295 2017 – TX 928.T49 2009
- TX 840.A67 2006 – TX 911.3M27P68 2018
- HF 5635.J46 1986 – HF 5679.D38 1990
- HC 445.5.L37 – HF 5548.2.S83372 1994
- AE 5.F36 1997 – HC 445.5.L37
- WA 17H682P 2001 – WB 320D668R 2005
- TX 763.D39 2006 – TX 837.D42715 2011
- TT 509.H82 2018 – TX 663.M39 2005
- TX 638.A45 2003 – TX 763.C49 2001
- T 11.M392 2005 – TT 509.D39 2005
- WB 354 I56 1999 – Z 286.D47 B66 1988
- QA 76.73.C25 P368 1994 – WB 330 P5357 1999
- HC 441.H36 2007 – HF 5415.52.S45
- HF 5415.7.H33 2003 – HV 78252.6.S87 2005
- HV 7901.E53 2007 – QD 151.3.H69 2005
- QD 253.S65 2002 – QV 269 H236 2004
- QV 350A6306 2005 – TH 7681.M38 2000
- TJ 163.5 H36 2008 – WB 100 M329j 2003
- WB 102 A2446 2010 – WL 359 P24731 2000
- WL 360 H236 2001 – WV H236 2010
- WW 17. A261g 2012 – ZA 4228. S24 2008
- AP 2.N49 – HD 28.D49
- HD 28.J5243 – RA 969.154
- W 1J86 – WA 440J58
- HF 5548.32.E374 1999 – HF 5635.J46 1986
- N 31.E53 – PR 4038.E46 W38 1996
- HF 5679.E24 1989 – MJ 2162.D35 1999
- TX 934.V47 2013 – WA 950O815B 2008
- AG 243.M35 – HC 441.E265 2002
- T58.5. A85 – W1 J86
- WX 167154 – WX 167154
- WA 590U854 2001 – WY 161.J245m 2021
- QY 25T936L 2016 – WA 590 T6635h 2001
- HV 8079.F7 G84 2011 – QY 25D261p 2002
- AS 2.5.R64 2014 – HV8079.F7 S55 2004
- QV 38C6403 2006 – SH 337.N67 2015
- QR 41.2.B382 2005 – QV 77.9.N4945 2000
- QD 415.M36 2003 – QH 545.S63D56 2016
- Q 175.5 S25 2014 – QD 415.L44 2000
- QH 506.R37 2004 – QR 41.2.B74 2003
- P 53.L367 2018 – Q 175.D39. 2013
- M 178.M66 2012 – P 51.05 2007

Shelf labels: A-4, A-5, A-6, A-7, A-8, A-9, A-10, A-12, A-13, A-14, A-15, B-4, B-5, B-6, B-7, C-5, D-5, D-6, E-8, E-9, TIADA

Figure 3.1.2.1(d)

The latest floorplan of level 4 PTAR Puncak Alam

3.1.2.2. Counter Services

Figure 3.1.2.2

The counter of Customer Services and Collection Unit

The trainee also learnt and was assigned to carry out the services available at the counter of Customer Service and Collection Unit. The services that included are:

    i. Book loan.

    ii. Book returns.

    iii. Payment of fines, etc.

3.1.2.3. Change the status of the book material

The trainee was assisted by Mrs. Rahimah Kamar Din to change the status OS (Open Shelf) to RET (Retro) by searching the accession number at the library system called Libsys.

3.1.3 Administrative and Archive Unit

Date of Training: 21 March – 8 April 2022
Number of Days: 15 Days

3.1.3.1. Digitizing the alumni students' personal files

The trainee was assigned by Mrs. Siti Fazlina Mohamed Raffi and helped by Mrs. Zettyhasni Zulkarni and also Ms. Kamarunisa Mudhar to do the digitizing and registration of metadata of alumni students' personal files from variety courses available from UiTM Cawangan Selangor. The trainee has managed to digitize a total of 8 boxes of students' personal files. The process shown on Figure 3.1.3.1 below.

```
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ Jotting down    │      │ Removing the    │      │                 │
│ each student's  │  →   │ stapler and any │  →   │ Digitizing the  │
│ Identification  │      │ other items that│      │ all the         │
│ Card number(IC) │      │ my obstruct the │      │ documents.      │
│ from selected   │      │ digitizing      │      │                 │
│ faculties.      │      │ procudure.      │      │                 │
└─────────────────┘      └─────────────────┘      └─────────────────┘
        ↓
┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│ Create new file │      │ Enter the data  │      │ Registration of │
│ and rename the  │      │ that include    │      │ metadata of     │
│ items of        │  →   │ students'       │  →   │ alumni students │
│ students personal│     │ identiti card   │      │ that have been  │
│ files that have │      │ number, name and│      │ scanned into    │
│ been scanned    │      │ faculty code    │      │ Archive         │
│ using computer  │      │ into the        │      │ Management      │
│ at administrative│     │ Microsoft Excel │      │ System (AMS).   │
│ unit.           │      │ template given. │      │                 │
└─────────────────┘      └─────────────────┘      └─────────────────┘
```
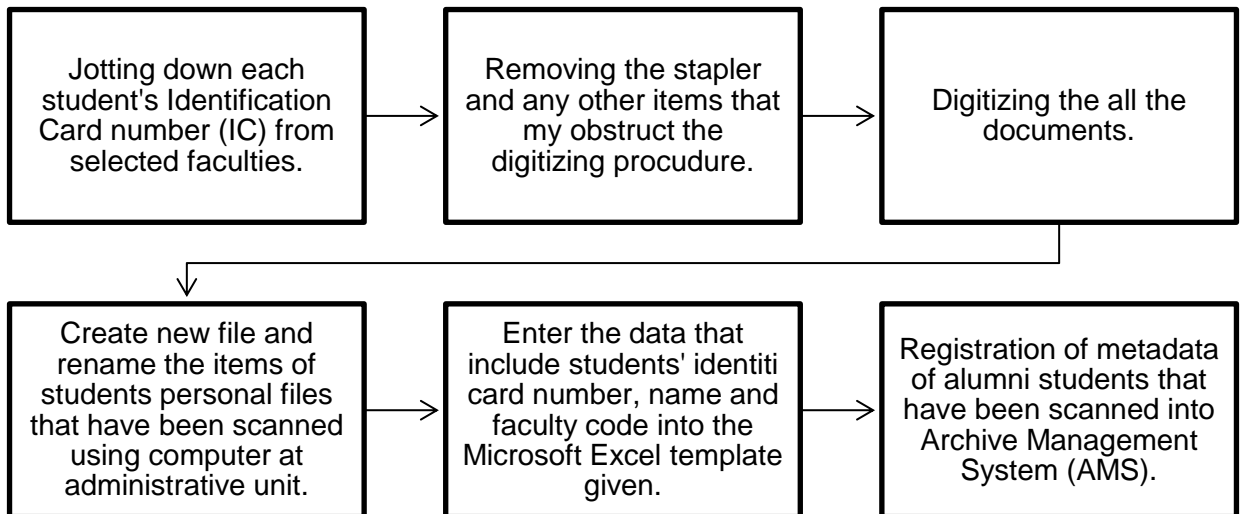
Figure 3.1.3.1

Process of digitizing alumni students' personal files.

3.1.3.2 Searching for publications on Online Finding Archive (OFA)

The trainee was assigned by Mrs. Siti Fazlina Mohamed Raffi to search for at least 15 published materials of UiTM archive collection in the Online Finding Archive (OFA) system.

Figure 3.1.3.2

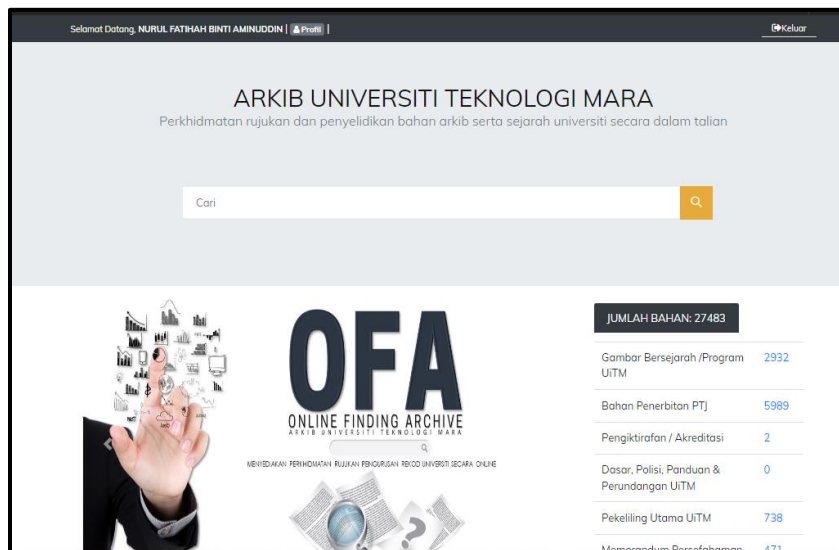The interface of OFA website

3.1.4 Acquisition Unit

Date of Training: 11 April – 29 April 2022
Number of Days: 15 Days

3.1.4.1 Purchase and Reception of New Material

The trainee was briefed by Mrs. Roziwaty Jaiman on *"Penetapan Bahan Baharu"* for new materials by using the Web-Based Integrated Library Management System (WILS) System to key in the data in MARC21 format.

3.1.4.2 Cataloging of Materials

Cataloging the purchased books using the LibSys system. Before do this task, the trainee will be briefed by Mrs. Roziwaty and there is manual that contains the steps for catalog the books.
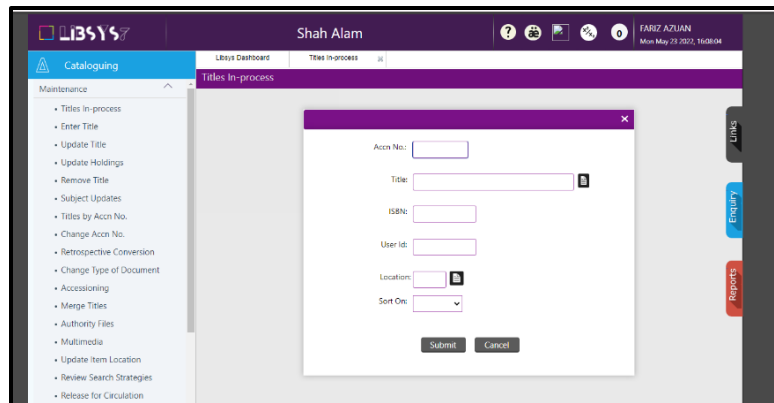
Figure 3.1.4.2

The interface of Libsys to Cataloging of the Library Materials

3.1.4.3 Classification of Gift Materials

Processing the classification of books given as gifts obtained free of charge from any party like domestic or foreign institutions, organizations, as well as private persons. The trainee experience to catalog the books gifted by a private person.

Figure 3.1.4.3

The interface of Libsys website for process of Classification of Gift Materials

3.1.5 Intellectual Property Unit

Date of Training: 2 May – 18 May 2022
Number of Days: 13 Days

3.1.5.1 Search for Local Content and Article Indexing

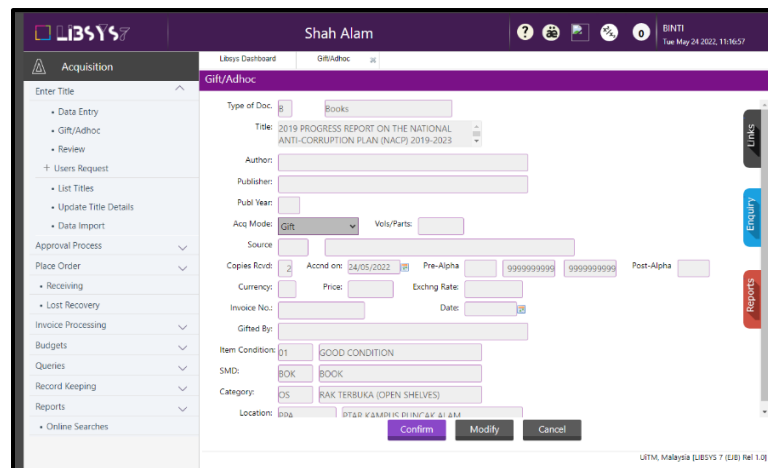Search for local content and article indexing using online newspapers such as The Star, Berita Harian, Harian Metro and New Straits Time according to the keywords given. Before starting this task, the trainees will be given instructions by Mrs. Siti Nornafiza chose two keywords listed on the document that she gives under several topics including Information Management. The trainee chose Electronic Publishing and Copyright as for her keywords. The trainee will put all the information of the local content in the Spreadsheets on the Figure 3.1.5.1 below.

Figure 3.1.5.1

The local content that searched by the trainee

3.1.5.2 Arrange the Materials in the Intellectual Property Unit

All trainees involved in this activity and assisted by Mr. Mohd Fahmi Kadim. They will arrange the theses in the Intellectual Property Unit with the correct order by its ID number that has been labeled on the shelves. The purpose of rearranging them by their ID number is to prevent theses from being misplaced.

3.1.5.3 Identifying Thesis Id Number and Labeling CDs

By using the Institutional Repository (IR) system to identify the thesis and CDs ID number by entering the title or name of the author of the thesis. All trainees were involved and assisted by Mr. Mohd Fahmi Kadim to do this task.

Figure 3.1.5.3(a)

The interface of Institutional Repository (IR) system

Figure 3.1.5.3(b)

The trainee searching the ID number of the CDs

3.1.6 Material Balance and Disposal Unit

Date of Training: 19 May – 1 June 2022
Number of Days: 10 Days

3.1.6.1 Searching for eISBN of Syllabus Materials

The trainee given the task by Mr. Hazrul Amir Tomyang to finding the ISBN e-book number on the internet based on the list of books for syllabus materials for Faculty of Education. She also guided by Mrs. Siti Zubaidah Khalid while doing this task.

Figure 3.1.6.1

The Spreadsheet that contains the details of proposed
purchase the e-book of syllabus Education

3.1.6.2 Edit Tag 526

The trainee was assigned to manage the tag 526 for the books from the Faculty of Hotel and Tourism Management using the WILS system. She managed to update the tag 526 of 12 files from various courses from this faculty.

3.1.6.3 Disposal of Homogenous Materials

Mr. Ekhwan Mohammad gave a brief for disposal on how to withdraw the process of the outdated library materials which are old books. He also gives the trainee a task on how to report withdrawn homogenous records.
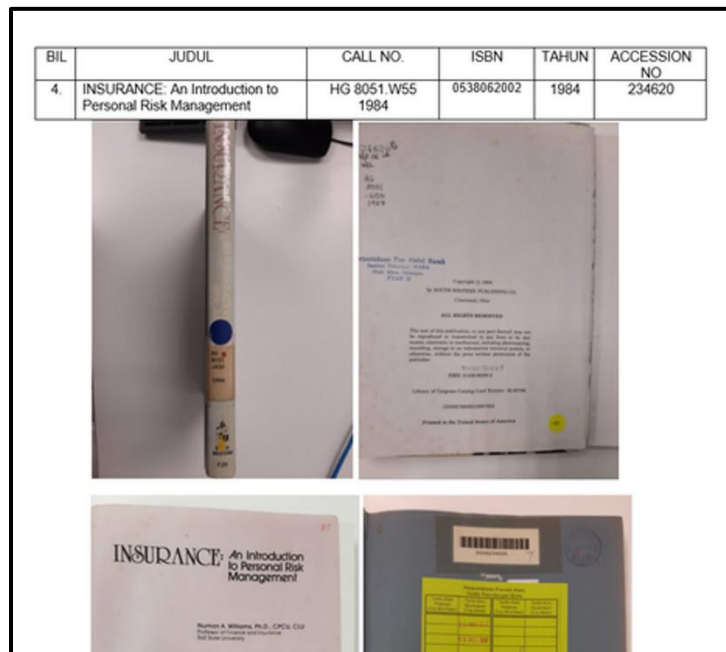
Figure 3.1.6.3

Report for disposal of Homogenous Materials

3.1.7 Digital Library Unit

Date of Training: 2 June – 15 June 2022
Number of Days: 10 Days

3.1.7.1 Learn to Use Adobe Photoshop

Mr. Arshad Bujang has given a task for the trainee to try learning how to make banners for websites using Adobe Photoshop that announce the upcoming public holiday. Also, Mr. Annas Hamirzul Iszal Madzar gave some lessons to the trainee on technique of editing images for posters using Adobe Photoshop.
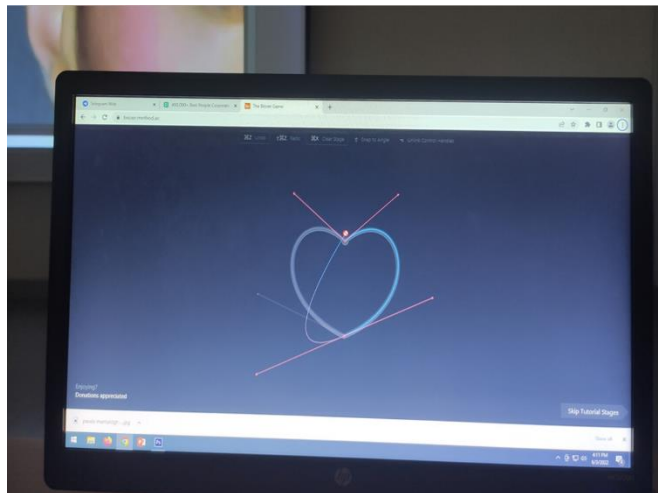
Figure 3.1.7.1

One of the techniques that learnt using Adobe Photoshop

3.1.7.2 DCCS System

The trainee was brief and learned on how to operate the system used in PTAR Puncak Alam by Mr. Arshad Bujang and Mr. Syazani Alif Aduka which is called DCCS system, Diversified Computer Controlling System. The system enables staff to turn on and off computers automatically in computer labs of this library.
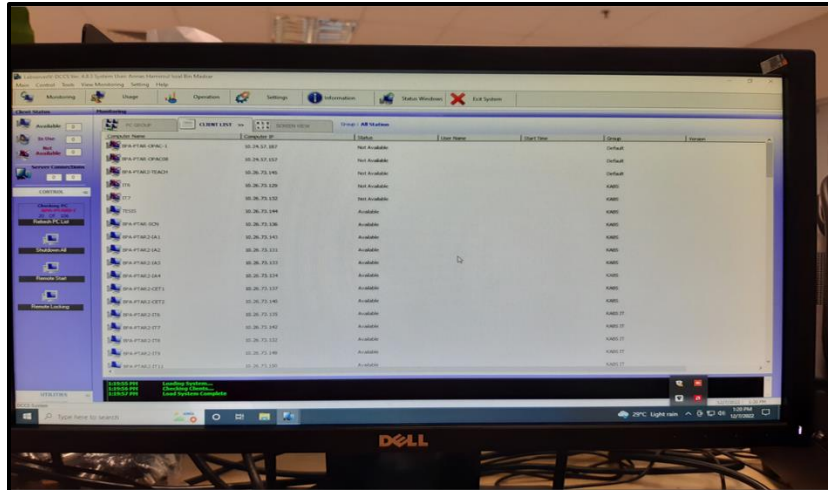
Figure 3.1.7.2

DCCS System

3.1.7.3 Basic Class "Graphic Design"

The trainee participates in Mr. Annas Hamirzul Iszal Madzar online class using Google Meet to learn the basic techniques in editing videos or pictures. There are several applications that are taught by Mr. Annas which are Canva, Adobe Photoshop and After Effect.
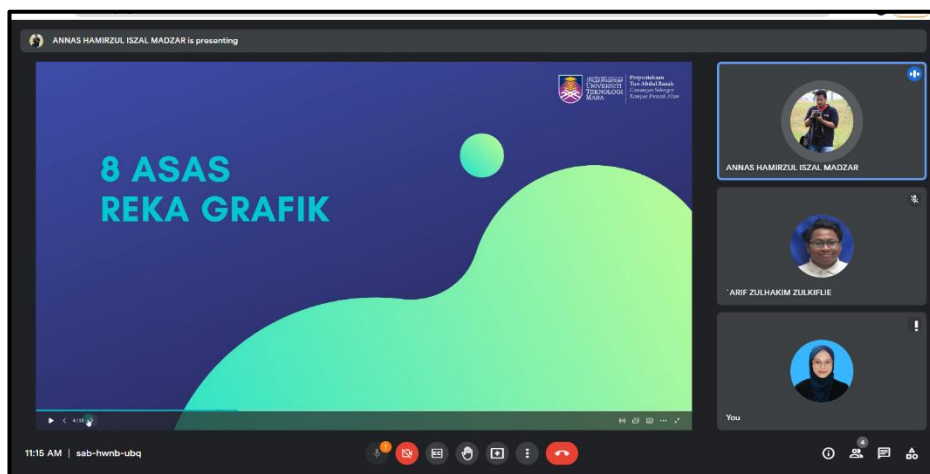
Figure 3.1.7.3

Online class of Graphic Design with Mr. Annas

3.1.8 Research, Learning and Reference Unit

Date of Training: 16 June – 29 June 2022
Number of Days: 10 Days

3.1.8.1 Updating h-Index and Article Citations

Updating the profile of each publisher which is a lecturer of UiTM Cawangan Selangor (UCS) of the article through h-Index and through the total number of users of the article. The trainee needs to update the data by searching the Google Scholar, Scopus and Web of Science (WoS) of each researcher account.

3.1.8.2 Designing Brochure

Assigned by Mrs. Nur Fatihah Muhamad to do the brochure of this unit for upcoming events. It requires to include the background, staff, services, activities and contact of this unit.

Figure 3.1.8.2(a)

The first page of the brochure for Research, Learning and Reference Unit

Figure 3.1.8.2(b)

The second page of the brochure for Research, Learning and Reference Unit

3.1.8.3 Do a Physical Exhibitions

The trainee was assigned by Mrs. Nur Fatihah Muhamad to do a physical exhibition at the library and chose to do an exhibition called the Bestseller Book Exhibition. She was also helped by the Customer Service and Collection Unit to do the preparation of this physical exhibition.
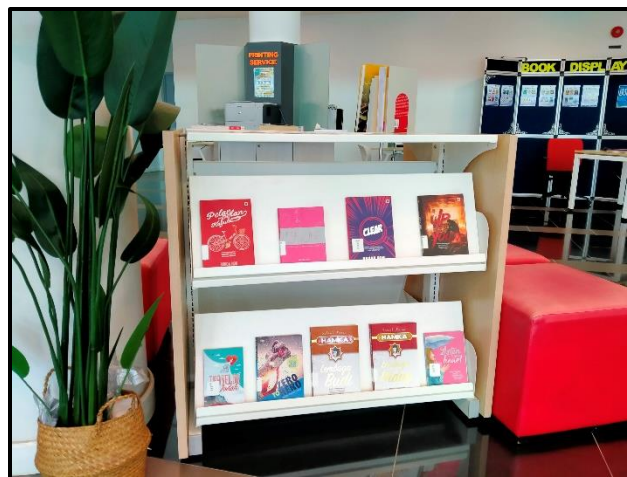
Figure 3.1.8.3

The Bestseller Book Exhibition

3.1.9 PTAR Kompleks Alam Bina

Date of Training: 30 June – 13 June 2022
Number of Days: 10 Days

3.1.9.1 Sorting Books

Sorting books from trolley to shelves according to the correct call number is one of the activities assigned to all trainees. The trainee is also responsible for rearranging the books that are misplaced in the bookshelves. The collections of books in PTAR Kompleks Alam Bina consist of two faculties which are Faculty of Architecture, Planning and Surveying and Faculty of Art and Design.

Figure 3.1.9.1

The trainee sorted the books from trolley according
their call number

3.1.9.2 E-Games & Indoor Games@PTARKABS

This program was held on 7 July 2022 which is a continuation of the special project which has received positive response at PTAR Puncak Alam. This programme aims to encourage visitors to visit the PTAR Kompleks Alam Bina. Among the activities were blokus, carrom, *congkak, dam ular, dam haji*, dominoes and

PlayStation 4. Various preparations have been made involving the trainee such as designing the poster, sorting gifts and many more.

Figure 3.1.9.2

The poster of E-Games & Indoor Games@PTARKABS that designed by the trainee

3.1.9.3 Selfie Spot @PTARKABS

This activity was one of the tasks given by Mrs. Norliza Othman. It aims to promote the library and attract users to visit the library. All trainees help to paint benches and make wording "WE LOVE PTAR KABS". The final result of Selfie Spot@PTARKABS will be placed in front of the main gate of this library that next to the book drop machine.

Figure 3.1.9.3

The final result of Selfie Spot@PTARKABS

3.1.10 Preservation and Conservation Unit

Date of Training: 14 July – 27 July 2022
Number of Days: 10 Days

All trainees will brief and assist Mr. Mohd Sarapi Samah on the process, tools and machines used in this unit and need to take extra precaution while using the tools and machines in this unit. He also told us that all trainees will experience how to conserve books and do our own special book project by using methods that we have learnt.

```
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Tearing each page│ →   │ Cutting the book │ →   │ Punching holes   │
│ sheet of the book│     │ spine using paper│     │ using the book   │
│                  │     │ cutting machine  │     │ hole machine     │
└──────────────────┘     └──────────────────┘     └──────────────────┘
                                                            │
        ┌───────────────────────────────────────────────────┘
        ↓
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Sewing the books │ →   │ Pasting the      │ →   │ Setting the book │
│                  │     │ Simili / End     │     │ press and apply  │
│                  │     │ Paper            │     │ glue to the book │
│                  │     │                  │     │ spine            │
└──────────────────┘     └──────────────────┘     └──────────────────┘
                                                            │
        ┌───────────────────────────────────────────────────┘
        ↓
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Remove the excess│ →   │ Cut off the book │ →   │ Do the lining of │
│ glue that have   │     │ (part of the head│     │ the book required│
│ been applied two │     │ chest, legs) and │     │ to glue the      │
│ days ago         │     │ also cut the     │     │ headband, mull   │
│                  │     │ strawboard       │     │ cloth and recycle│
│                  │     │                  │     │ paper (brown     │
│                  │     │                  │     │ paper) on the    │
│                  │     │                  │     │ book spine       │
└──────────────────┘     └──────────────────┘     └──────────────────┘
                                                            │
        ┌───────────────────────────────────────────────────┘
        ↓
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Cutting Acrolin  │ →   │ Stamping the     │ →   │ Merge glue       │
│                  │     │ title of the book│     │                  │
│                  │     │ on the book spine│     │                  │
│                  │     │ with hot stamping│     │                  │
│                  │     │ machine          │     │                  │
└──────────────────┘     └──────────────────┘     └──────────────────┘
```

Figure 3.1.10(a)

The process of conserve books
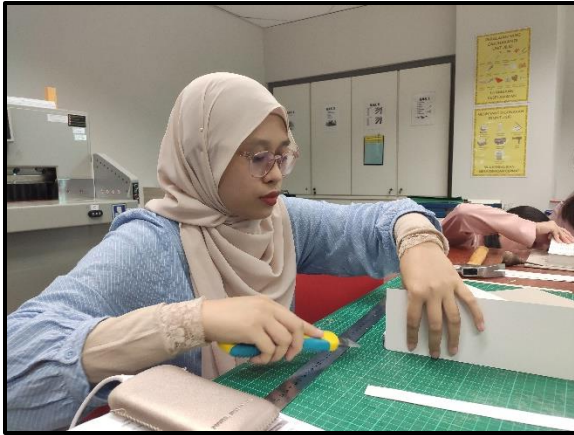
Figure 3.1.10(b)

Photo collage that shows the trainee doing the process of conserving the books

3.2 Extra Activities

The extra activities are special tasks that involves all trainees of PTAR Puncak Alam that requested by librarians and staff of this library.

3.2.1 Bengkel Pengurusan Organisasi Pengawas Pusat Sumber dan Kem Jawi on 24 March 2022

The trainee was assigned to help librarians and staff PTAR Kampus Puncak Alam to be a facilitator for the My First Step@PTAR which is one of the activities in this program with other trainees. This program was held on 24 March 2022 that involved the school librarians from SK Puncak Alam. This activity provides an opportunity for participants to search for books using the Online Public Access Catalog (OPAC). The trainee was also responsible as an usher of the VIPs for the program.

Figure 3.2.1(a)

Opening Ceremony of Program *Bengkel Pengurusan Organisasi Pengawas Pusat Sumber dan Kem Jawi*

Figure 3.2.1(b)

The trainee with her group which are school librarians of SK Puncak Alam for My First Step@PTAR

3.2.2 *Majlis Sambutan Hari Raya PTAR Puncak Alam* on 27 May 2022

The trainee was chosen by Mr. Bakar Mohd Yassin and given an opportunity as an emcee for the program that held on 27 May 2022. She needs to prepare a script and recheck it with staf of PTAR Puncak Alam that handle this program to avoid any mistakes and correct any misspelled words. There are few impacts to the trainee as:

i. Gained experience and confidence as it is her first time to be an emcee.

ii. Be aware of the situation as there will be changes of the script during the program.

Figure 3.2.2

Before began the Majlis Sambutan Hari Raya PTAR Puncak Alam

3.2.3 *Program Jom Sihat PTAR UCS Siri 1* on 3 June 2022

This program is organized by the *Kelab Kebajikan Staf* and was held on 3 June 2022. Total of 30 PTAR UCS staff are involved in this program. This program aims to promote a healthy work culture among the staff of PTAR UCS. Among the activities carried out are aerobics and jogging. The trainees are responsible be instructors and lead for aerobics activities.

Figure 3.2.3(a)

Warming up session for *Jom Sihat PTAR UCS Siri 1*

Figure 3.2.3(b)

Photo session after finished the program with PTAR UCS staff

3.3 Special Project

Special project is an initiative and idea from the trainee that can give a good impact to the library.

The trainee had chosen to do a physical program which is indoor games at the lobby PTAR Puncak Alam.

Special Project Name: Indoor Games@PTAR
Date: 29 June 2022

3.3.1 Introduction

The idea was approved and guided by the library supervisor Mrs. Hafiza Mustape. Many staff and other trainees in this library have been involved and helped the trainee by giving advice and support before, during and after the program was held. Mrs. Hafiza Mustape suggested to put this program under Read@UiTM. For additional information, this program held on the same day as `Arif Zulhakim bin Zulkifli's special project which is E-Games@PTAR. The target audience are from all UiTM members which include staff and students.

3.3.2 Purpose of the Program

The purpose of Indoor Games@PTAR is to create a harmonious atmosphere and help PTAR users to reduce stress in doing work and learning. The program can attract PTAR users to know the techniques of the organized game. There are five games that are available on the day which are Blokus, *Congkak*, *Dam Haji*, *Dam Ular* and Dominoes.

3.3.3 Workflow of the Program

```
┌─────────────────────────┐        ┌─────────────────────────┐
│                         │        │ Attend a meeting with   │
│ Brainstorm and choose   │   ───► │ Mrs. Hafiza Mustape with│
│ for individual special  │        │ other trainees for      │
│ projects.               │        │ individual special      │
│                         │        │ projects.               │
└─────────────────────────┘        └─────────────────────────┘
                                              │
                                              ▼
┌─────────────────────────┐        ┌─────────────────────────┐
│ The ideas and date of   │        │ Do the proposal of the  │
│ the program was approved │  ───► │ special project using   │
│ by Mrs. Hafiza.         │        │ the template given by   │
│                         │        │ Mrs. Hafiza.            │
└─────────────────────────┘        └─────────────────────────┘
                                              │
                                              ▼
┌─────────────────────────┐        ┌─────────────────────────┐
│ Mr. Mohamad Hamidi Mohd │        │                         │
│ Jais attended a meeting  │        │ Proceed on buying stuff │
│ with Jawatankuasa        │        │ and do preparation like │
│ Eksekutif Negeri (JKEN) │  ───►  │ design and distribute   │
│ UiTM Cawangan Selangor   │        │ the poster, design the  │
│ Bil. 4 Tahun 2022 for    │        │ e-certificate, create   │
│ approval of application  │        │ google form and before  │
│ and provision of Program │        │ the program is held.    │
│ Read@PTAR.              │        │                         │
└─────────────────────────┘        └─────────────────────────┘
                                              │
                                              ▼
┌─────────────────────────┐        ┌─────────────────────────┐
│ 29 June 2022            │        │ Make a program impact   │
│ The day of Read@UiTM:   │  ───►  │ report, video montage   │
│ E-Games & Indoor         │        │ and submit it to Mrs.   │
│ Games@PTAR              │        │ Hafiza.                 │
└─────────────────────────┘        └─────────────────────────┘
```

Figure 3.3.3(a)

The workflow of the special project

Figure 3.3.3(b)

The poster of the special project program

Figure 3.3.3(c)

The trainee during the day of her special project program

3.3.4 Total of Participants

A total of 67 participants participated in the program and received many positive feedback and responses that shows on the google form. The participant will be given a gift souvenir and e-certificate as a participation prize. There are also lucky draw prizes for selected participants.

Figure 3.3.4

Photo collage that shows the participants during the day of the program

CHAPTER 4:

INDUSTRIAL TRAINING

REFLECTION

4.1 Application of Knowledge, Skills and Experience in Undertaking the Task

The trainee has gained more knowledge during her five months of industrial training at every department or unit in PTAR Puncak Alam and also PTAR Kompleks Alam Bina. The trainee has gained many skills that cannot be obtained from her online class (as the degree classes are mostly and fully conducted at home only). Many things that students can learn as PTAR Puncak Alam has provided great opportunities and schedules that are packed with new knowledge.

4.1.1 Social Skills

This industrial training gets the trainee to know more new friends and new people at PTAR Puncak Alam. Every staff are very friendly and willing to help whenever unable to understand or want to reconfirm the answers for any tasks given. The trainee was also given opportunities to be a facilitator that handles school librarians from SK Puncak Alam. Next, also involved in doing physical programs like Read@UiTM: E-Games and Indoor Games@PTAR, be an emcee for Majlis Sambutan Hari Raya PTAR Puncak Alam and also be an instructor for aerobic activity. This really helps to boost the student's confidence level.

4.1.2 Cataloging Skills

The trainee was given an opportunity to catalog the library materials in the Libsys PTAR library system. As before, the trainee finds subjects related to cataloging like Organization of Cataloging (IML555) and Organization of Information Computerized Cataloging (IML655) are hard to understand as it is conducted online. During my time at PTAR Puncak Alam, I learned copy cataloging and also manual cataloging was easy and understood better than during lessons in classes as students need to do a lot of self-study and time.

4.1.3 Develop Good Teamwork

During the training, I was accompanied by 4 other industrial training Bachelor of Information Science (Hons) Library Management (IM244) from UiTM Puncak Perdana and also UiTM Rembau. They help me a lot to survive and share knowledge during the five months of industrial training. They also help me during preparation of my special project and I also help them during their special project. Not to forget, the staff from every unit also give great teamwork especially during the Semester Break Project. The activity requires manpower as we need to transfer the collection of books and the addition of new shelves on the 4th floor of PTAR Kampus Puncak Alam.

4.2 Personal Thoughts and Opinion

Many things had been exposed and learnt during class, but during the training, the trainee can freely ask questions to the staff at every unit when they cannot understand. This shows that this course, which is IMC690, Industrial Training, helps all students from the Faculty of Information Management to understand more on this field before graduating from this course. PTAR Puncak Alam is a good choice for those who want to apply industrial training because it has many departments and units. It also gives students opportunities to learn and manage many activities at every unit. The staff are very helpful and friendly. It shows a very good environment for new people like industrial training students to work and gain experience in the library field.

4.3 Lesson learnt

The goal of industrial training is to give students working experience while also allowing them to learn through training and observation. The students will gain a variety of relevant experience from their industrial training, including good time management, communication, computer skills. There are many things that students can learn during industry training and apply while working in a company and organization.

4.3.1 Need to Belief in Yourself

As a trainee, I need to seek knowledge and not be a passive student. Students who will graduate need to be confident with themselves as they will enter the working life soon. Students need to avoid being too timid during the industrial training. During the training period, we need to discover our own strength and ideas to complete any tasks like handling events or programs. It will help to enhance many skills and adapt to new working environments and teams.

4.3.2 Need to Tolerate

While working in an organization or company, it is really important to tolerate others in order to enhance creativity skills and sharing ideas. As every person has their own opinion, strength and weakness in any field. Every person in an industry needs to build good communication skills with a group of workers and learn to have proper behavior in corporate life. Even though we need to have professionalism in working, we need to avoid being rude to each other in order to create a healthy workplace.

4.3.3 Be Responsible

The internships will increase the sense of responsibility and good work habits. As a good future worker that will be able to instill good moral values like responsibility, likely able to complete the task given during the industrial training within the time given. It is good as other staff will trust you during the training period.

4.4 Limitations and Recommendations

The limitations and recommendations are not only given for the PTAR Puncak Alam, but also for students who will take this course in future. PTAR Puncak Alam is a great library that has provided PTAR users many facilities, services and collections. However, there are few suggestions for

improving the management to be a library that can produce usability and accessibility of quality services in the long term.

4.4.1 No Experience

Before I reported myself to PTAR Puncak Alam, I felt anxious as I never had experience in a working environment. Those who have the same situation need to overcome and challenge themselves. It is okay to feel nervous, but not being someone that is passive during the industrial training period. For recommendation, students need to try interacting and communicating with friends and staff because to work in any company, especially in a library, one needs to have good communication skills to interact and help the library users such as working at Customer Service and Collection Unit.

4.4.2 Need to Add New Staff

PTAR Puncak Alam needs to consider opening a job vacancy for the Preservation and Conservation Unit. It is because there are many workloads to handle for only one manpower only. There are many processes that require doing in this unit as I had experience for two weeks only. In addition, I do enjoy working in this unit as I experience to make my own book by myself with techniques learnt with Mr. Mohd Sarapi Samah.

4.4.3 Improve the Broadcasting Equipment

PTAR Puncak Alam has succeeded in handling many activities that are held via online like webinar or online information literacy class. I think this library needs to improve or upgrade their equipment for doing live sessions as they always provide good input and sharing such as to handle their own live streaming video and audio or do online class.

CONCLUSION

In conclusion, Universiti Teknologi MARA (UiTM) has continuously worked toward the objective of producing well-rounded students who are competent enough to work in the industry, well-equipped with the necessary knowledge technically, and skilfully as they will be expected to perform the necessary tasks that are needed in the industry that will help to improve their resume to be absorbed into the industry after graduation. The guidelines and timelines are made clear for the students to follow in order to study while experiencing how the theoretical knowledge obtained in the classroom is implemented in the real-life industry. Lastly, I am really grateful to choose PTAR Puncak Alam for my industrial training as they manage to improve skills as they provide learning experience and are able to create precious memories.

REFERENCES

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APPENDICES

KERAJAAN MALAYSIA

A No.   NURUL FATIHAH AMINUDDIN

BAHAGIAN:

BULAN: MAC 2022

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1		17:18				
2	7:57	17:03				
3	7:55	17:06				
4	7:50	17:00				
5						
6						
7	7:48	17:00				
8	7:56	17:02				
9	7:56	17:02				
10	7:58	17:01				
11	7:52	17:02				
12						
13						
14	7:49	17:02				
15	7:49	17:01				

AMARAN

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

KERAJAAN MALAYSIA

B No.   NURUL FATIHAH AMINUDDIN

BAHAGIAN:

BULAN:

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	7:56	17:01				
17	7:50	17:00				
18	7:56	17:22				
19						
20						
21	7:51	17:01				
22	7:59	17:00				
23	7:56	17:48				
24	7:49	17:01				
25	7:54	17:00				
26						
27						
28	7:54	17:01				
29	8:03	17:00				
30	7:30	17:00				
31	7:52	17:00				

AMARAN

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

KERAJAAN MALAYSIA

A No.	NAMA: NURUL FATIHAH AMINUDDIN

BAHAGIAN:

BULAN: APRIL

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7:50	17:00				
2						
3						
4	7:56	16:31				
5	7:54	16:31				
6	7:59	16:31				
7	7:50	16:31				
8	7:44	16:31				
9					BULAN	
10					RAMADHAN	
11	7:48	16:32				
12	7:42	16:32				
13	7:42	16:32				
14	7:42	16:32				
15	7:35	16:32				

AMARAN

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

KERAJAAN MALAYSIA

B No.	NAMA:

BAHAGIAN:

BULAN:

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18	7:43	16:32				
19						
20	7:50	16:31				
21	7:58	16:31				
22	7:45	16:38			BULAN	
23					RAMADHAN	
24						
25	7:48	16:31				
26	7:53	16:31				
27	7:55	16:32				
28	7:51	16:31				
29	7:57	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: NURUL FATIHAH AMINUDDIN

BAHAGIAN:

BULAN: MAY

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3					HARI	
4					RAYA	
5					PUASA.	
6						
7						
8						
9	7:58	17:00				
10	7:58	17:01				
11	7:53	17:01				
12	7:53	17:00				
13	7:59	17:00				
14						
15						

AMARAN

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

KERAJAAN MALAYSIA

B No.	NAMA:

BAHAGIAN:

BULAN:

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17	7:52	17:00				
18	7:53	17:01				
19	7:52	17:02				
20	7:59	17:03				
21						
22						
23	7:51	17:02				
24	7:55	17:01				
25	7:59	17:02				
26	7:56	17:02				
27	7:46	17:02				
28						
29						
30	7:49	17:02				
31	7:57	17:01				

AMARAN

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

KERAJAAN MALAYSIA

A No.	NAMA: NURUL FATIHAH AMINUDDIN

BAHAGIAN:

BULAN: JUN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7:53	17:02				
2	8:09	17:00			URUSAN KELUARGA	
3	7:42	17:04				
4						
5						
6					AGONG'S BIRTHDAY	
7	7:51	13:01			AMBIL JUBAH KONVO	
8	7:48	17:01				
9	7:54	17:00				
10	8:04	17:10				
11						
12						
13	7:56	17:02				
14	7:57	17:00				
15	7:54	17:00				

AMARAN

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

KERAJAAN MALAYSIA

B No.	NAMA: NURUL FATIHAH AMINUDDIN

BAHAGIAN:

BULAN: JUN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	7:46	17:02				
17	7:59	17:00				
18						
19						
20	7:57	17:02				
21	7:54	17:00				
22	7:58	17:05				
23	7:59	17:02				
24	7:55	17:02				
25						
26						
27	7:42	17:08				
28						
29	7:58	17:01				
30						
31						

AMARAN

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

KEDATANGAN JULAI 2022
PTAR KABS

Timestamp	NAMA	NOMBOR PELAJAR	TARIKH KEDATANGAN	MASA KETIK MASUK	MASA KETIK KELUAR
6/30/2022 7:53:08	NURUL FATIHAH BINTI AMINUDDIN	2020960691	30/6/2022	7:52:00 AM	
6/30/2022 17:01:50	NURUL FATIHAH BINTI AMINUDDIN	2020960691	30/6/2022		5:01:00 PM
7/1/2022 7:42:51	NURUL FATIHAH BINTI AMINUDDIN	2020960691	1/7/2022	7:42:00 AM	
7/1/2022 17:00:37	NURUL FATIHAH BINTI AMINUDDIN	2020960691	1/7/2022		5:00:00 PM
7/4/2022 7:54:11	NURUL FATIHAH BINTI AMINUDDIN	2020960691	4/7/2022	7:54:00 AM	
7/4/2022 17:01:04	NURUL FATIHAH BINTI AMINUDDIN	2020960691	4/7/2022		5:01:00 PM
7/5/2022 7:55:51	NURUL FATIHAH BINTI AMINUDDIN	2020960691	5/7/2022	7:55:00 AM	
7/5/2022 17:01:30	NURUL FATIHAH BINTI AMINUDDIN	2020960691	5/7/2022		5:01:00 PM
7/6/2022 7:57:11	NURUL FATIHAH BINTI AMINUDDIN	2020960691	6/7/2022	7:57:00 AM	
7/6/2022 17:01:12	NURUL FATIHAH BINTI AMINUDDIN	2020960691	6/7/2022		5:01:00 PM
7/7/2022 7:53:00	NURUL FATIHAH BINTI AMINUDDIN	2020960691	7/7/2022	7:52:00 AM	
7/7/2022 17:03:13	NURUL FATIHAH BINTI AMINUDDIN	2020960691	7/7/2022		5:02:00 PM
7/8/2022 7:52:37	NURUL FATIHAH BINTI AMINUDDIN	2020960691	8/7/2022	7:52:00 AM	
7/8/2022 17:00:18	NURUL FATIHAH BINTI AMINUDDIN	2020960691	8/7/2022		5:00:00 PM
7/12/2022 7:43:37	NURUL FATIHAH BINTI AMINUDDIN	2020960691	12/7/2022	7:43:00 AM	
7/12/2022 17:01:27	NURUL FATIHAH BINTI AMINUDDIN	2020960691	12/7/2022		5:01:00 PM
7/13/2022 7:57:06	NURUL FATIHAH BINTI AMINUDDIN	2020960691	13/7/2022	7:56:00 AM	
7/13/2022 17:00:20	NURUL FATIHAH BINTI AMINUDDIN	2020960691	13/7/2022		5:00:00 PM

KERAJAAN MALAYSIA

A No.	NAMA:	NURUL FATIHAH BINTI AMINUDDIN

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	9:01	17:03				
15	7:42	17:08				

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

KERAJAAN MALAYSIA

B No.	NAMA:	

BAHAGIAN:

BULAN:

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18	8:00	17:06				
19	8:04	17:02				
20	8:04	17:02				
21						
22	7:56	17:10				
23						
24						
25	7:55	17:12				
26	7:58	17:05				
27	8:01	17:03				
28	7:58	17:04				
29	7:57	17:24				
30						
31						

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

UNIVERSITI TEKNOLOGI MARA

PERMOHONAN CUTI REHAT
(Isi satu salinan sahaja)

A. UNTUK DIISI OLEH PEGAWAI KERANI CUTI
(Ruang ini hendaklah diisi sebelum Pegawai mohon cuti).

Pemohon masih mempunyai baki cuti sebanyak .... hari untuk perkhidmatan sehingga 31 Disember.

Tandatangan kerani bertugas : .... Tarikh : ....

B. UNTUK DIPENUHI OLEH PEMOHON

Ketua Bahagian/Fakulti/Pengarah Kampus **PTAR KAMPUS PUNCAK ALAM**

Saya ingin memohon cuti selama **2** hari mulai **5/5/2022** hingga **6/5/2022**

Kerana **PULANG KE KAMPUNG**

Nombor telefon yang boleh dihubungi semasa cuti. TEL : **019-2535151**

Nama Pemohon : **NURUL FATIHAH BINTI AMINUDDIN** No. Pekerja : **2020960191**

Jawatan : **PELAJAR LATIHAN INDUSTRI**

Fakulti/Bahagian/Cawangan **PTAR KAMPUS PUNCAK ALAM**

Tandatangan : *(signature)* Tarikh : **14 APRIL 2022**

C. UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/PENGARAH KAMPUS
(Sila pastikan ruangan A telah diisi sebelum pertimbangan dibuat).

Permohonan cuti diluluskan / tidak diluluskan dari **5/5/2022** Hingga **6/5/2022**

Tandatangan : *(signature)* Tarikh : **14/4/2022**
(Potong mana yang tidak berkenaan)

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

PERINGATAN :
Permohonan untuk bercuti keluar negara hendaklah diluluskan oleh Naib Canselor UiTM.

- - - - - - - - - - - - - - - - - Potong disini - - - - - - - - - - - - - - - - -

Bahagian ini untuk diisi oleh Kerani Cuti dan dikembalikan kepada pemohon.

D. Tuan/Puan ....

Cuti tuan / puan bagi tempoh .... diluluskan / tidak diluluskan.

Cuti tuan / puan berbaki .... hari / sudah dihabiskan hingga 31 Disember

Tandatangan : .... Tarikh : ....

ditaip: agdb/hca-intec/jun-2003

BORANG PERMOHONAN KELUAR, WAKTU PEJABAT
KERANA URUSAN PERSENDIRIAN KAKITANGAN

Saya, nama yang tersebut di bawah ini memohon dibenarkan keluar dalam waktu pejabat kerana menguruskan hal persendirian saya yang tersebut di bawah ini :-

1. Nama : NURUL FATIHAH BINTI AMINUDDIN

2. Jawatan : PELAJAR LATIHAN INDUSTRI

3. Bahagian/Fakulti : PTAR

4. Waktu Keluar : 1:00 p.m — 5:00 p.m

5. Waktu dijangka kembali : —

6. Tarikh : 7 JUN 2022

7. Urusan : PENGAMBILAN JUBAH KONVOKESYEN

_____   3/6/2022
Tandatangan Pemohon.   Tarikh

Saya bersetuju membenarkan permohonan ini diluluskan untuk masa yang ditetapkan seperti di atas sahaja, tertakluk kepada keadaan yang difikirkan munasabah dan perlu sahaja.

_____   3/6/22   3.30 p.m
...ZA BINTI MUSTAPE   Tarikh   Jam
Tandatangan Ketua Bahagian

Pemohon di atas telah menguruskan halnya, memenuhi dan mematuhi syarat yang dinyatakan di atas dan balik bertugas ditempatnya pada masa yang tersebut di atas.

_____   _____
Tandatangan (Cop Jabatan)   Tarikh

UNIVERSITI TEKNOLOGI MARA

PERMOHONAN CUTI REHAT
(Isi satu salinan sahaja)

A. UNTUK DIISI OLEH PEGAWAI KERANI CUTI
(Ruang ini hendaklah diisi sebelum Pegawai mohon cuti).

Pemohon masih mempunyai baki cuti sebanyak ....4......... hari untuk perkhidmatan sehingga 31 Disember.

Tandatangan kerani bertugas : .... Tarikh : ....

B. UNTUK DIPENUHI OLEH PEMOHON

Ketua Bahagian/Fakulti/Pengarah Kampus ...... PTAR ......

Saya ingin memohon cuti selama ....1.... hari mulai ...28/6/2022... hingga .....—.....

Kerana MENGHADIRI KONVOKESYEN KE-93

Nombor telefon yang boleh dihubungi semasa cuti. TEL : 019-2535151

Nama Pemohon: NURUL FATIHAH AMINUDDIN No. Pekerja: 2020960691

Jawatan : PELAJAR LATIHAN INDUSTRI

Fakulti/Bahagian/Cawangan PTAR

Tandatangan : fatih Tarikh : 3 JUN 2022

C. UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/PENGARAH KAMPUS
(Sila pastikan ruangan A telah diisi sebelum pertimbangan dibuat).

Permohonan cuti diluluskan / ~~tidak diluluskan~~ dari .... Hingga 28/6/22

Tandatangan : ...Hafiz... Tarikh : 3/6/22
(Potong mana yang tidak berkenaan)

PERINGATAN :
Permohonan untuk bercuti keluar negara hendaklah diluluskan oleh Naib Canselor UiTM.

- - - - - - - - - - - - - - - Potong disini - - - - - - - - - - - - - - -

Bahagian ini untuk diisi oleh Kerani Cuti dan dikembalikan kepada pemohon.

D. Tuan/Puan ....

Cuti tuan / puan bagi tempoh .... diluluskan / tidak diluluskan.

Cuti tuan / puan berbaki .... hari / sudah dihabiskan hingga 31 Disember

Tandatangan : .... Tarikh : ....

ditaip: agdb/hea-intec/jun-2003

UNIVERSITI TEKNOLOGI MARA

PERMOHONAN CUTI REHAT
(Isi satu salinan sahaja)

A. UNTUK DIISI OLEH PEGAWAI KERANI CUTI
(Ruang ini hendaklah diisi sebelum Pegawai mohon cuti).

Pemohon masih mempunyai baki cuti sebanyak .... hari untuk perkhidmatan sehingga 31 Disember.

Tandatangan kerani bertugas : .... Tarikh : ....

B. UNTUK DIPENUHI OLEH PEMOHON

Ketua Bahagian/Fakulti/Pengarah Kampus   PTAR KPA

Saya ingin memohon cuti selama ...1... hari mulai 21 JULAI hingga —

Kerana   MENDUDUKI UJIAN EET

Nombor telefon yang boleh dihubungi semasa cuti. TEL : 019-2535151

Nama Pemohon : NURUL FATIHAH AMINUDDIN No. Pekerja : 2020960691

Jawatan : PELAJAR LATIHAN INDUSTRI

Fakulti/Bahagian/Cawangan   PTAR KPA

Tandatangan : _Fatihah_   Tarikh : 18 JULAI 2022

C. UNTUK KEGUNAAN KETUA BAHAGIAN/FAKULTI/PENGARAH KAMPUS
(Sila pastikan ruangan A telah diisi sebelum pertimbangan dibuat).

Permohonan cuti diluluskan / tidak diluluskan dari 21/7/22 Hingga —

Tandatangan : ....   Tarikh : 19/7/22
(Potong mana yang tidak berkenaan)

PERINGATAN :
Permohonan untuk bercuti keluar negara hendaklah diluluskan oleh Naib Canselor UiTM.

- - - - - - - - - - - - - - - Potong disini - - - - - - - - - - - - - - -

Bahagian ini untuk diisi oleh Kerani Cuti dan dikembalikan kepada pemohon.

D. Tuan/Puan ....

Cuti tuan / puan bagi tempoh .... diluluskan / tidak diluluskan.

Cuti tuan / puan berbaki .... hari / sudah dihabiskan hingga 31 Disember

Tandatangan : ....   Tarikh : ....

ditaip: agdb/hca-intec/jun-2003

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI
TEKNOLOGI
MARA

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**   : <u>NURUL FATIHAH BINTI AMINUDDIN</u>

2. **Date & Place of Birth** : <u>11 MAY 1999, NEGERI SEMBILAN</u>

3. **UiTM I/C No.**   : <u>2020960691</u>

4. **Course**   : <u>BACHELOR OF INFORMATION</u>
<u>SCIENCE (HONS) LIBRARY MANAGEMENT</u>

5. **Year**   : <u>2022</u>   **Part** <u>7</u>

6. **Home Address**   : <u>NO 42 JALAN HIJAU 3/7, GREEN</u>
<u>VALLEY PARK, BANDAR TASIK PUTERI, 48020 RAWANG,</u>
<u>SELANGOR</u>

7. **Address During Practical Training** : <u>NO 42 JALAN HIJAU 3/7,</u>
<u>GREEN VALLEY PARK, BANDAR TASIK PUTERI, 48020</u>
<u>RAWANG, SELANGOR</u>

8. **Place of Training** : <u>PTAR KAMPUS PUNCAK ALAM</u>

9. **Name of Supervisor In-Charge** : <u>PUAN HAFIZA MUSTAPE</u>

10. **Duration of Training**

    From: <u>1 MARCH 2022</u>   **To:** <u>31 JULY 2022</u>

FOR OFFICE USE ONLY:

11. **Remarks: [Dean/ Course Tutor]**

_____

_____

_____

_____

Date	Exact Nature of Work Done	Supervisors Remarks
1/3/2022	- Arrive and report myself to the PTAR UiTM Kampus Puncak Alam at 8 a.m.	
	- Attended the briefing of PTAR UiTM Kampus Puncak Alam handled by Puan Siti Fazlina at the meeting room. (The introduction, organization chart, functions, facilities, services, etc of the library.	
	- Proceed with library a tour and self-introduction to the all staff of every unit in the library.	
	- Set up fingerprint access and card time attendance for the attendance system of the library.	
	- Received the schedule for 5 months of internship. I was assigned to the Customer Service and Collection Unit *(Unit Perkhidmatan Pelanggan dan Koleksi)* for 17 days from 1 March until 18 March 2022.	SITI FAZLINA BINTI MOHAMED RAJI-I Pustakawan Kanan (S44) Perpustakaan Tun Abdul Razak Universiti Teknologi MARA Kampus Puncak Alam 42300 Bandar Puncak Alam Selangor
2/3/2022	- From 9 until 10 a.m, Learn the steps on how to do shelving by reading the call number of the physical materials like book and magazine from left to right assisted by Encik Bakar from *"Unit Khidmat Pelanggan"*.	
	- Learn the cutter number, which is quite tricky to determine which book comes first according to their call number.	
	- 10.30 - 11.45 a.m, briefing or meeting with Encik Arshad Bujang. (Senior Deputy Head of Library or *"Timbalan Ketua Perpustakaan Kanan"* of PTAR UiTM Kampus Puncak Alam).	HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	- 2.30 - 4.30 p.m, attend the *"Taklimat Pengenalan Ketidakupayaan Warga OKU UiTM"* handled by the PTAR UiTM Shah Alam using the Cisco Webex. - The speaker for this talk is Ts. Dr Roslinda binti Alias, Lecturer of *"Unit Perkhidmatan OKU UiTM"*. The objective of this talk are; 1. *"Mendapatkan penerangan tentang OKU di UiTM"*.	

	2. *"Membezakan terma ketidakupayaan dengan kekurangan/ kecacatan."*	
	3. *" Menerangkan isu-isu OKU daripada sudut dalaman (psikologi) dan luaran (psikososial), termasuk budaya hidup.*	
	4. *"Membincangkan isu-isu berkaitan OKU di Malaysia dari aspek perundangan, kebajikan dan dak-hak OKU di UiTM.*	
3/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 of this library.	
	- 9.45 a.m – 12 p.m, sketch the plan of the bookshelf level 4.	
	-2 p.m – 2.30 p.m, continue to draw the layout of the bookshelf level 4 of the library by using PowerPoint.	
	- 2.30 p.m – 5 p.m, do the logbook.	
4/3/2022	- 8 – 9 a.m, do shelving at the level 3 and 4 of the library.	
	- 9 – 11 a.m, finish the floorplan and print it in A3 size, then check up and label each bookshelf.	
	- 11 a.m – 12.15 p.m, update the latest logbook.	
	- 2 – 5 p.m continue with the assigned task with Arif.	
7/3/2022	- 8 – 9 a.m, do shelving at the level 3 of this library.	
	- 9-10 a.m, continue to do the floorplan (the layout of the bookshelves at floor 4.	
	- 11 a.m – 1 p.m, make improvements according to instructions of Encik Bakar.	
	- 2 – 4 p.m, add the latest call number.	
	- 4 – 4.30 p.m, meet and discuss with Encik Arshad about previous questions (about FPI and 1D & 2D barcode).	

Date	Exact Nature of Work Done	Supervisors Remarks
8/3/2022	- 8 – 9 a.m, do shelving at the level 3 and 4 of the library.	
	- 9 – 10 a.m, need to recheck for the *"Koleksi Bahan Rujukan, Majalah Berjilid, Bahan Retro, Bahan Silibus"* by adding the latest call number.	
	- 10 a.m – 12 p.m, make corrections and add the latest call number using PowerPoint.	
	- 2 p.m – 3.10 p.m, fix the floor plan of the shelves and print it out.	
	- 3.30 p.m, do research on HF RFID and UHF RFID.	
9/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- 9 – 12 p.m, identify books from 1999 down on the 3rd floor to create *"Koleksi Retro"* on the trolley and place it to the Customer Service and Collection Unit *(Unit Perkhidmatan Pelanggan dan Koleksi)*.	
	- 2 – 4.30 p.m, clear some shelves and stack books for shelf shifts at the level 4 of the library. Before that, it needs to label the books by number.	HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
10/3/2022	- 8 – 8.30 a.m, push the trolley of the books for *"Koleksi Retro"* to the Customer Service and Collection Unit room.	
	- 9 – 12.30 p.m, involved with all staff from the Customer Service and Collection Unit for the shifting of shelves and books on the 4th floor.	
	- 3 – 3.30 p.m, remove labels on each book that is already stacked on the shelves.	
	- 4 – 4.30 p.m, update the logbook while having free time.	
11/3/2022	- 8 – 8.30 a.m, push the trolley of the books for *"Koleksi Retro"* to the Customer Service and Collection Unit room.	
	- 9 a.m – 12.15 p.m, handle and take care of the services available at the counter of Customer Service and Collection Unit.	
14/3/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- 9.50 a.m – 12.30 p.m, all staff including the interns from the Customer Service and Collection Unit involved in rearrange the	

Date	Exact Nature of Work Done	Supervisors Remarks
	bound magazine *(Koleksi Bahan Berjilid)*, reference materials *(Koleksi Bahan Rujukan)* and retro materials *(Koleksi Bahan Retro)* at level 4 of the PTAR UiTM Kampus Puncak Alam.	
	- 2.45 p.m, handle and take care of the services available at the counter of Customer Service and Collection Unit.	
	-3.15 p.m – 4.30 p.m, continue to rearrange the books at level 4 of PTAR UiTM Kampus Puncak Alam.	
15/3/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- 9.30 a.m – 11.30 a.m, do the latest update of the floorplan of level 4 PTAR Kampus Puncak Alam after the changes and additions of the books and bookshelves. - Email it to Puan Hafiza.	
	- 2.40 p.m, email the latest update of floorplan of level 4 at Encik Bakar.	
	- 4.00 – 4.30 p.m, helping maintain the counter of customer service and collection unit.	HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
16/3/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- To provide an update to Mrs. Hafiza and Mr. Bakar, check at the increase and decrease of bays on each shelf covered.	
	- 9 – 9.30 am, update the call number in PowerPoint based on the most recent book order.	
	- 10 am – 12 pm, assist other staff of the Customer Service and Collection Unit in moving books to level 4.	
	- 12 – 1 pm, handle and maintain the services accessible at the Customer Service and Collection Unit's counter.	
	- 2.30 – 5 pm, continue handle and maintain the services accessible at the Customer Service and Collection Unit's counter.	
17/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- 9 – 9.20 a.m, remove label on each book at the level 4	
	- 9.20 – 9.40 a.m, starting with the shelves of the Retro Material Collection *(Koleksi Bahan Retro)*, Reference Material Collection *(Koleksi Bahan Rujukan)*, Binding Magazine Collection *(Koleksi Majalah Berjilid)*, and Syllabus Material Collection *(Koleksi Bahan Silibus)*, recheck and rewrite the most recent call number.	

Date	Exact Nature of Work Done	Supervisors Remarks
	- 9.40 am – 12 pm, each bookshelf should be labelled with a call number on PowerPoint and print it out.	
	- 2 – 3 pm, place the printed label on each specific shelf that located at level 4.	
	- 3.20 – 5.00 pm, using the libsys website, taught by Puan Rahimah, change the OS status to RET.	HAFIZA BINTI MUSTAPE Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
18/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 and of the library.	
	- 9.15 – 10.30 a.m, briefing by Puan Hafiza at her office on the introduction, mission, vision and functions etc of Customer Service and Collection Unit and also about special project.	
	- 3 – 5 p.m. briefing with Ts. Mohamad hamidi Bin Mohd Jais,, *Ketua Timbalan Pustakawan* of this library.	

Date	Exact Nature of Work Done	Supervisors Remarks
	ADMINISTRATIVE AND ARCHIVAL UNITS *(UNIT PENTADBIRAN DAN ARKIB)*	
21/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- 9 a.m – 1 p.m, begin the process of digitizing faculty business management students' personal files (BM 246), Sept 2013 – Jan 2014.	
	- The duty entails jotting down each student's Identification Card number (IC), as well as removing the stapler and any other items that may obstruct the digitizing procedure in the paper.	
	- 2 – 5 p.m, continue with digitizing the documents of the BM246 students.	
22/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- 9 a.m – 1 p.m, continue with digitizing the documents of the BM246 students.	
	- 2 – 2.40 p.m, create a new file and rename the items of students personal files that have been scanned.	
	- 3 – 5 p.m, record the identity card number and scan the personal file of the Faculty student BM246, 2013, box 18.	
23/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- 9 – 9.40 a.m, resume with digitizing yesterday task.	
	- 9.40 – 10 a.m, brief with Puan Hafiza for the program *"Kursus Pemantapan Organisasi Pengawas Pusat Sumber Sekolah da Kem Jawi di Hatiku"*. - Assign as a facilitator for activity My First Step @ PTAR with other interns.	
	- 10 – 10.45 a.m, check the OPAC computer on level 3 of this library for tomorrow activity.	
	- 10.45 a.m – 1 p.m, continue with digitizing and rename the items using the computer at administrative unit.	
	- 2 – 4.45 p.m, record the identity card number and scan the personal file with new box of students from Faculty BM243/ BM 223, 2014, Box 21.	
	- 4.45 – 5.45 p.m, involved in a rehearsal for tomorrow's program & appointed as an usher.	

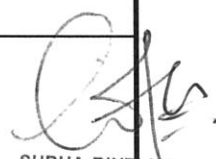| Date	Exact Nature of Work Done	Supervisors Remarks
24/3/2022	- 8 a.m – 12.30 p.m, involved in assisting staff for *Bengkel Pengurusan Organisasi Pengawas Pusat Sumber dan Kem Jawi Dihatiku* with students of SK Puncak Alam.	
	- be a facilitator for the My First Step @ PTAR with other interns.	
	- responsible as an usher the VIPs for the program.	
	- 2 – 5 p.m, digitizing and rename the records of students personal file.	
25/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- 9 – 10 a.m, join the monthly tazkirah of UCS staff: Mau'izah Program. Topic: *Solat Membentuk Pekerja Cemerlang Mac 2022.*	
	- 10.45 a.m – 12.15 p.m, enter student personal file data included their identity card number, name and faculty code using the Microsoft Excel template given by Puan Zetty.	
	- 2.45 – 5 pm, continue key in the data into the Microsoft Excel.	
28/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- 9 – 10.30 a.m, update the logbook.	
	- 10.30 a.m – 1 p.m, record the identity card number the personal file with new box of students from Faculty HM220, July 2008 – April 2011, Box 3.	
	- 2 – 5 p.m, start digitizing and rename the items using the computer at Administrative Unit.	
29/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- 9 a.m – 1 p.m, continue digitizing the personal file with new box of students from Faculty HM220, July 2008 – April 2011, Box 3.	
	- 2 – 5 p.m, do digitizing and rename the items using the computer at Administrative Unit.	

Date	Exact Nature of Work Done	Supervisors Remarks
30/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- 9.30 – 12 p.m, join the *Taklimat Penghasilan Video dan Poster* using the Google Meet. Speaker : Encik Mohd Alfarabie Mohd Nasir *(Pustakawan Kanan PTAR UiTM Shah Alam)*	
	- 12 – 1 p.m, enter students personal file data which is from HM220 included their identity card number, name and faculty code using the Microsoft Excel template given by Puan Zetty.	
	- 2 – 2.40 p.m, update the logbook.	
	- 2.40 – 5 p.m, enter students personal file data which is from HM221, April 2010, Box 71 included their identity card number, name and faculty code using the Microsoft Excel template given by Puan Zetty.	
31/3/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- 9 – 1 p.m, update the logbook and do the report.	
	- 2 – 5 p.m, recheck the data of students from Business Management and Hotel Management that has been entered in the Microsoft Excel.	
1/4/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- 8.30 – 11 p.m, join the *Bacaan Yassin & Tahlil dan Doa Selamat* program at Bilik Seminar 2, PTAR Kampus Puncak Alam.	
	- Transfer the boxes containing student files from the Business Management major that have been scanned to the *Unit Jilid.*	
4/4/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- Briefing by Puan Siti Fazlina on key in the AMS System.	
	- Registration of important university records (Student Personal File) into the AMS system (Archive Management System) of students BM243 / BM223, Box 21.	
	- Registration of Metadata.	

Date	Exact Nature of Work Done	Supervisors Remarks
	ACQUISITION UNIT *(UNIT PESANAN BAHAN)*	
11/4/2022	- 8 – 8.30 a.m, do shelving at the level 3 and 4 of the library.	
	- Short brief with Encik Mohd Anuar Mohd Raffi.	
	- Briefing by Puan Roziwaty on *"Penetapan Bahan Baharu".*	
	- Do the registration for new materials or called as *"Penetapan Bahan Baharu"* using the WILS System and need to key in the data which is in MARC21 format.	
12/4/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- Do the registration for new materials or *"Penetapan Bahan Baharu"* using the WILS System.	MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
13/4/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- Briefing by Puan Roziwaty on how to propose new materials or called *"Cadangan OPAC"* in WILS System which is a process where review the book requests as well as library needs to obtain the new materials.	
	- Do the *"Cadangan OPAC"* using the WILS System into the Excel template given by Puan Roziwaty. - We need to recheck the "Modify Record" which contains the faculty and Staff ID of the person that requested the materials to prevent redundancy with other campuses. - Also need to recheck the price of books that are requested.	
	- Briefing by Encik Fariz for the next step after settling the *"Cadangan OPAC"* which is material ordering. - This step will proceed after rechecking the tender with the vendors. - Next step, update the current price, acquisition mode, zone info, vendor code, GST, and links of the material requested. It will need to be approved by Encik Anuar to develop Place Order.	
14/4/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- 9 - 10.30 a.m, join the talk program of Coffee Talk by Rozie.	

Date	Exact Nature of Work Done	Supervisors Remarks
15/4/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- Briefing by Puan Roziwaty to catalog the gifts of books.	
	- Manage the cataloging and classification of materials on new materials which are gifts of books using the WILS System.	
18/4/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- Manage the cataloging and classification of materials on new materials which are gifts of books using the WILS System.	
20/4/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	MOHD ANUAR MOHD MAASOM Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	- Manage the cataloging and classification of materials on new materials which are gifts of books using the WILS System.	
21/4/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- Join the "*Jom Membaca untuk 10 Minit*" program at Bilik Seminar, PTAR Kampus Puncak Alam.	
	- Manage the cataloging and classification of materials on new materials which are gifts of books using the WILS System.	
22 - 29/4/2022	- 8 – 8.30 a.m, do shelving at the level 4 of the library.	
	- Manage the cataloging and classification of materials on new materials which are gifts of books using the WILS System.	
	- On 29/4/2022, a total of 43 gift books were recorded in the WILS System.	

Date	Exact Nature of Work Done	Supervisors Remarks
	INTELLECTUAL PROPERTY UNIT (*UNIT HARTA INTELEK*)	
2-6/5/2022	Labour Day & Eid al-Fitr (Hari Raya Aidilfitri)	
	WEEKEND	
9/5/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Short brief by Mr. Mohd Fahmi Kadim about the functions of this unit, which include handling the thesis, Institutional Repository and article indexing which are the valuable assets of this library.	
10/5/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Brief by Mrs. Siti Nornafiza Katmidi on the local content and article indexing in Malaysia.	
	- Brief by Mrs. Subha Ismail on this unit such as the introduction, background, functions and processes used in this unit.	
	- Arrange the theses in the correct order by its ID number on the shelves in the Intellectual Property Unit room *(Unit Harta Intelek)*.	
11/5/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Assigned by Mrs. Siti Nornafiza Katmidi try to find for local content and article indexing that benefits the Faculty of Information Management as required by the keywords given on the pdf.	
12/5/2022	- 8 – 8.30 a.m., do shelving at the level 3 & 4 of the library.	
	- Do the tagging for CD at Intellectual Property room *(bilik Unit Harta Intelek)*. For this process, need to refer the ID Number of each CDs using the UiTM Institutional Repository by search for the title or student's name.	

	- Seeking the local content using the keyword – ebook on Malaysia online newspaper which are The Star, *Berita Harian, Harian Metro* and New Straits Times.	
13/5/2022	- 8 – 8.30 a.m., do shelving at the level 3 & 4 of the library.	
	- Seeking the local content using the keyword – ebook on Malaysia online newspaper which are The Star, *Berita Harian, Harian Metro* and New Straits Times.	
	WEEKEND	
16/5/2022	Wesak Day	
17/5/2022	- 8 – 8.30 a.m., do shelving at the level 3 & 4 of the library.	
	- Seeking the local content using the keyword – digital publishing/ electronic publishing on Malaysia online newspaper which are The Star, *Berita Harian, Harian Metro* and New Straits Times.	
18/5/2022	- 8 – 8.30 a.m., do shelving at the level 3 & 4 of the library.	
	- Seeking the local content using the keyword – copyright on Malaysia online newspaper which are The Star, *Berita Harian, Harian Metro* and New Straits Times.	
	- Share and email the spreadsheet of the local content related with Information Management with Mrs. Siti Nornafiza Katmidi.	

Date	Exact Nature of Work Done	Supervisors Remarks
	MATERIAL BALANCE AND DISPOSAL UNIT (*UNIT IMBANGAN BAHAN & PELUPUSAN*)	
	WEEKEND	
19/5/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Brief by Mr. Hazrul Amir Tomyang, about the introduction, functions, background and processes used in this unit.	
	- Brief by Mr. Mohd Anuar Mohd Maasom for the previous units which is the Acquisition Unit's functions, introduction, background and process used.	
	- Check the syllabus course data of ED227 which the data needed to transfer the template were given by Mrs. Siti Zubaidah Khalid.	
20/5/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Brief by Mr. Ekhwan Mohammad for depository on how to withdraw processes of the outdated library materials (books). He also gave tasks on how to report withdrawn "HOMOGENOUS" records.	
	- Brief by Mr. Hazrul Amir Tomyang for search and update the e-ISBN and price for the Acquisition/ Purchasing of Education Syllabus Books.	HAZRUL AMIR TOMYANG Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	WEEKEND	
23/5/2022	- 8 – 8.30 a.m., do shelving at the level 3 & 4 of the library.	
	- Do the searching and update the e-ISBN and price of e-Books which are needed for the proposal of acquiring the education syllabus at excel template given by Mr. Amir.	
	- Manage the syllabus information which is tag 526 for the books from Faculty of Hotel and Tourism Management using the WILS System.	
24 – 25/5/2022	- 8 – 8.30 a.m., do shelving at the level 3 & 4 of the library.	
	- Manage the syllabus information which is tag 526 for the books from Faculty of Hotel and Tourism Management using the WILS System.	

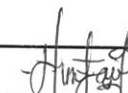| Date	Task	Signature
26/5/2022	- 8 – 8.30 a.m., do shelving at the level 3 of the library.	
	- Manage the syllabus information which is tag 526 for the books from Faculty of Hotel and Tourism Management using the WILS System.	
	- Brief with Mr. Arshad Bujang on update the validation of index publication of Selangor.	
	- Rehearsal as an emcee for Majlis Sambutan Hari Raya PTAR UCS.	
27/5/2022	- Emcee for *Majlis Sambutan Hari Raya* PTAR UCS.	
	- Update the validation of index publication for lecturers of Faculty of Hotel and Tourism Management (FPHP) which was asked by Mr. Arshad.	HAZRUL AMIR TOMYANG Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	WEEKEND	
30/5/2022	- 8 – 8.30 a.m., do shelving at the level 3 & 4 of the library.	
	- Manage the syllabus information which is tag 526 for the books from Faculty of Hotel and Tourism Management using the WILS System	
	- Update the validation of index publication for lecturers of Faculty of Architecture, Planning & Surveying (FSPU) which was asked by Mr. Arshad.	
31/5/2022	- 8 – 8.30 a.m., do shelving at the level 3 & 4 of the library.	
	- Update the validation of index publication for lecturers of Faculty of Architecture, Planning & Surveying (FSPU) which was asked by Mr. Arshad.	HAZRUL AMIR TOMYANG Pustakawan Kanan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	- Manage the syllabus information which is tag 526 for the books from Faculty of Hotel and Tourism Management using the WILS System	
	- Short brief for *"Senamrobik"* program which will be held on 3rd June 2022 with PTAR Puncak Alam staff and other intern students.	
1/6/2022	- 8 – 8.30 a.m., do shelving at the level 3 & 4 of the library.	
	- Do early preparation like editing audio for *"Senamrobik"* program.	
	- Meeting with Mrs. Hafiza Mustape for upcoming individual special project.	

Date	Exact Nature of Work Done	Supervisors Remarks
	DIGITAL LIBRARY UNIT (*UNIT PERPUSTAKAAN DIGITAL*)	
2/6/2022	- 8 – 8.30 a.m., do shelving at the level 3 of the library.	
	- Short brief by Mr. Annas Hamirzul Iszal Madzar about graphic design for beginners.	
	- Brief by Mr. Arshad about this unit, required to try doing banners for websites using Adobe Photoshop that announce the holiday.	
	- Do research for individual special projects.	
3/6/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Brief by Mr. Annas on basic techniques used in Adobe Photoshop that are easy for beginners.	
	WEEKEND	
6/6/2022	THE YANG DI-PERTUAN AGONG'S BIRTHDAY	
7/6/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	SYAZANI ALIF ADUKA enolong Pegawai Teknologi Maklumat Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
	- Designing some banner using Adobe Photoshop and Canva.	
	- Half day to pick up convocation's robe at UiTM Shah Alam.	
8/6/2022	- 8 – 8.30 a.m., do shelving at the level 3 and 4 of the library.	
	- Designing some website banners using Adobe Photoshop and Canva.	
	- Brief by Mr. Arshad on the DCCS system used by the library.	
	- Brief by Mr. Syazani Alif Aduka on the system used that called Diversified Computer Controlling System. He also teaches how to operate the system.	
9 – 10/6/2022	- 8 – 8.30 a.m., do shelving at the level 3 and 4 of the library.	
	- Designing some banners using Adobe Photoshop and Canva.	

|		WEEKEND	
13/6/2022		- 8 – 8.30 a.m., do shelving at the level 3 and 4 of the library.	
		- Try to create ideas for special event's poster.	
14/6/2022		- 8 – 8.30 a.m., do shelving at the level 3 of the library.	SYAZANI ARIF ADUKA Penolong Pegawai Teknologi Maklumat Perpustakaan Tun Abdul Razak UITM Cawangan Selangor Kampus Puncak Alam
		- Participate Mr. Annas online class using Google Meet on tips and technique using Canva, Adobe Photoshop and After Effect.	
		- Try to create ideas for special event's poster.	
		- Short discussion with Mrs. Hafiza for upcoming events.	
15/6/2022		- 8 – 8.30 a.m., do shelving at the level 3 of the library.	
		- Create posters for special events that be held on 29th June 2022.	

Date	Exact Nature of Work Done	Supervisors Remarks
	RESEARCH, LEARNING & REFERENCE UNIT (*UNIT PENYELIDIKAN, PEMBELAJARAN & RUJUKAN)*	
16/6/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- Brief by Mrs. Nur Fatihah Muhamad about the details of this unit such as the introduction, background and functions.	
	- Discussion with Customer Unit Services for an upcoming special project.	
	- Join the online webinar which is titled Database TOT: EBSCO by Jay Yurdakul.	
	- Was assigned by Mrs. Nur Fatihah to do the physical exhibition at the library.	
17/6/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- Join the Digital Library Chit Chat: #4: eSports which is conducted by PTAR Shah Alam.	
	- Assigned by Mrs. Nur Fatihah to do the brochure of this unit for upcoming events which need to include the background, staff, services, activities and contact of this unit.	
	- Confirming the title of the exhibition with Mrs. Nur Fatihah which I had chosen as Bestseller Book Exhibition.	
	WEEKEND	
20/6/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- Finalized the poster and wording for a special project (Read@UiTM: Indoor Games@PTAR) with Mrs. Hafiza before sharing it on social media.	
	- Do some drafts and select a few designs for brochures.	
	- Brief with Mr. Firdaus on doing e-Certificate.	
21/6/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- Start doing the brochure that was assigned by Mrs. Nur Fatihah.	27/7/22
	- Discussion with Mrs. Hafiza and other student interns at the meeting room for an upcoming project.	NUR FATIHAH BINTI MUHAMAD Pustakawan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam

22/6/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- Print posters and buy some gifts for upcoming events.	
	- Design the e-Certificate.	
23/6/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- Do the final step for the e-Certificate and complete set up for the Google Forms.	
	- Selecting books for exhibition.	
24/6/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- Join the Jom Sihat UCS held by Polis Bantuan UiTM Puncak Alam at Dewan Berlian.	
	- Go to the Office of Student Affairs for a stamp to put the poster at faculties and colleges.	
27/6/2022	- 8 – 8.30 a.m, do shelving at the level 3 of the library.	
	- Final preparation for a special project (Read@UiTM: Indoor Games@PTAR) such as arranging tables and chairs for activities.	
28/6/2022	CONVOCATION DAY	_(signature)_ – 2/7/22 NUR FATIHAH BINTI MUHAMAD Pustakawan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
29/6/2022	- Special project day (Read@UiTM: Indoor Games@PTAR)	
	- Put all the desks and chairs used at their own place after the program ended.	

Date	Exact Nature of Work Done	Supervisors Remarks
	PTAR KOMPLEKS ALAM BINA DAN SENI REKA	
30/6/2022	- Brief by Mrs Noraliza Othman about this unit and talk about the activities that can be done in this unit.	
	- Library tour by Mrs Norliza with other students.	
	- Arranging books from trolley to the shelf by their correct call number.	
	- Set up some preparation for Elisya's special project.	
1/7/2022	- Join Nur Elisya's online webinar which is titled Microsoft Excel Skills: Tips For Beginners by Dr Zahril Shahida Ahmad.	NORLIZA OTHMAN Pustakawan Kanan PTAR UiTM Cawangan Selangor 42300 Puncak Alam Selangor 14/7/22
	- Plan to handle a program which is Read@UiTM: E-Games@PTAR & Indoor Games@PTAR for this library.	
	- Arrange the books by its call number.	
	WEEKEND	
4/7/2022	-Decided the date for the program and approved by Mrs. Norliza.	
	- Do the preparation and buy some stuff for the program.	
	- Pack the gifts for the participants that join the program.	
5/7/2022	- Arranging the books on the shelf by its correct call number.	
	- Create the poster and print it out for promotion before the program starts.	
6/7/2022	-Do the preparation like labeling for each games such as Blokus, Carom, Dam Haji, Dam Ular, Dominoes, Congkak, Tekken 7 and UFC 3.	NORLIZA OTHMAN Pustakawan Kanan PTAR UiTM Cawangan Selangor 42300 Puncak Alam Selangor 14/7/22

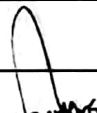|	- Arrange the novels for Books2U.	
7-8/7/2022	- Handle the Read@UiTM: E-Games@PTAR & Indoor Games@PTAR program.	
	WEEKEND	
11/7/2022	DAY 2 OF HARI RAYA HAJI	
12/7/2022	- Paint some chairs for Selfie Spot@PTARKABS.	
13/7/2022	- Decorate the area provided for Selfie Spot@PTARKABS.	

NORLIZA OTHMAN
Pustakawan Kanan
PTAR UiTM Cawangan Selangor
42300 Puncak Alam Selangor

14/7/22

Date	Exact Nature of Work Done	Supervisors Remarks
	PRESERVATION AND CONSERVATION UNIT (*UNIT PENJILIDAN BAHAN*)	
14/7/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Join the Seminar Stream Easy With StreamYard at Pusat IT, PTAR KPA by Mr. Mohd Farabie Mohd Nor, Senior Librarian, PTAR Shah Alam.	
	- Join Taklimat EET699 using CISCO WEBEX.	
	- Short brief on the process, tools and machines used in this unit by Mr. Mohd Sarapi Samah.	
15/7/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Tear some book that is on the trolley in this unit.	
	- Join a meeting with the supervisor, Puan Noor Faraliza Samsudin, Senior Lecturer of UiTM Kampus Rembau with other intern students.	
	- Learn to set the book press and apply glue on the book spine.	
	WEEKEND	MOHD SARAPI SAMAH Pembantu Pemuliharaan Perpustakaan Tun Abdul Razak UiTM Cawangan Selangor Kampus Puncak Alam
18/7/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Remove excess glue that has dried on the book that has been applied glue at 2 days before.	
	- Took the EET699 writing test.	
	-Learn to sew some books using a stitch called single sheet.	
19/7/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Sew some books to be fixed.	
20/7/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Do one of the process to preserve the book which is do the hollow.	
21/7/2022	- EET699 Speaking test.	

22/7/2022	- 8 - 8.30 a.m., do shelving at the level 4 of the library.	
	-Helping librarians and staff to arrange books on level 4 to the trolley. These books will be brought to PTAR Hospital Puncak Alam.	
	WEEKEND	
25/7/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Learn to do the lining of the book that required to used glue the headband, mull cloth and recycle paper (brown paper) to the spine of the book.	
	- Learn to cut the hollow for the book spine by using a 360 gsm hollow card.	
	-Book project (Do my own special book project using methods that I had learnt).	
26/7/2022	- Preparation for presentation from student interns in front all staff of PTAR UCS.	
	- Cut the hollow for the book spine.	
	- 11.30 a.m. - 1.00 p.m, Industrial Training Students Presentation Session.	MOHD SABPI SAMAH Pembantu Pemuliharaan Perpustakaan Tun Abdu Razak UITM Cawangan Selangor Kampus Puncak Alam
	- Cut the book cover (acrolin).	
	- Book project (Do my own special book project using methods that I had learnt).	
27/7/2022	- 8 – 8.30 a.m., do shelving at the level 4 of the library.	
	- Go to the PTAR Hospital Puncak Alam for helping staffs to pick up the trolley that full of books.	
	- Book project (Do my own special book project using methods that I had learnt).	
28-29/7/2022	- 8 – 8.30 a.m., do shelving at the level 3 and 4 of the library.	
	- Book project (Do my own special book project using methods that I had learnt).	
	- Preparation for viva presentation and continue doing the report.	