



UNIVERSITI
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UNIVERSITI TEKNOLOGI MARA
CAWANGAN NEGERI SEMBILAN
KAMPUS REMBAU

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UNIVERSITY OF CYBERJAYA
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1 AUGUST 2019 - 31 DECEMBER 2019

TRAINEE DECLARATION

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

Signed by

Intan Noor Deanna binti Abdull Rahman

2016652658

Date of submission: 9 January 2020

ABSTRACT

Industrial training is an important phase of a student's life. A well planned, properly executed and evaluated industrial training helps in developing a professional attitude and behavior. It develop an awareness of industrial approach to the problem solving, based on a broad understanding of process and mode of operation of the organization. The aim of this industrial training is to train and receive a skills, teamwork, and discipline and technical knowledge through a proper training of working environment. The purpose of this documentation is to report the activities that have been done by the industrial trainee. During the period of 5 months training at UoC Library & Knowledge Management Centre, trainee was assigned to do the daily task in the library such as manning the circulation counter, shelving and shelf reading and handle all the activities that held by the library. The industrial trainee also has been assigned to do some special project to fulfill the industrial training syllabus and to make industrial trainee aware with working environment.

ACKNOWLEDGEMENT

First and foremost, praise and thanks to the Allah, the Almighty for His showers of blessings to complete this industrial training report. Alhamdulillah, this report could be completed within the time before of due date, successfully. I feel grateful with all the help that being handed to me by numerous people.

Firstly, I would like to express my deep and sincere gratitude to UoC Library & Knowledge Management especially to my supervisor Mr. Azhar Tajul Noor and to all library staff for giving me opportunity to do industrial training and providing invaluable guidance to complete this report. It was a great privilege and honor to work under their guidance. I am extremely grateful for what they has offered to me.

I am extremely grateful to my supervisor, Mr. Ridzuan Ibrahim for assistance me to complete this report. His kind direction and proper guidance on how the paper should be done is very helpful to me. In every phase of the project his supervision and guidance shaped this report to be completed perfectly.

I would like to thanks to my partner of industrial training Nor Hartinie Adnan and to all my friends. Without their advice on the topic, help to extend the idea on what should being written in this paper this report cannot be done.

Last but not least, we would to express my gratitude to my parents and siblings for their support to me for finish this report completely. My thanks go to all the people who have supported me to complete the industrial training report directly or indirectly.

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INDUSTRIAL BRIEFING

The Industrial Training subject IMC690 provides pre-professional work experiences with specific assignment and responsibilities. This paper involves 480-hours equivalent work placement, paid or unpaid, located in an approved industrial site, working under supervision of an experienced Information Professional. During the industrial training, the student is expected to contribute to the activities of the workplace and to meet the same demands of work production and responsibility expected by the organization of its regular employees. An Industrial Training programmed is relevant to a student's personal career interests and improve their marketability after graduation.

OBJECTIVES OF THE INDUSTRIAL TRAINING

The objectives of the Industrial Training are:

- ✓ To provide pre-professional work experience with specific assignments and responsibilities.
- ✓ To encourage/ stimulates a personal career interests, serving as a bridge between university and the world of work.
- ✓ To help students improve their marketability after graduation
- ✓ To encourage students to apply the skills and knowledge gained at the university to benefit the organizations.
- ✓ To adapt managerial and technical skills in a library and information environment.

CHAPTER 1

INTRODUCTION

CHAPTER 1

INTRODUCTION

1.0 INTRODUCTION

This chapter will review the background of organization and the library. The background explains about the introduction, vision, mission, and maps of the organization, programmes and faculties, facilities and their organizational structure.

1.1 BACKGROUND OF THE ORGANIZATION

University of Cyberjaya (UoC) (formally known as Cyberjaya University College Medical Sciences (CUCMS)) is a top-tier healthcare university in Malaysia as reflected in the latest Ministry of Higher Education's SETARA ratings which has accorded UoC a 5-star (Excellent) rating on par with leading public universities. Established in 2005, the university is in Cyberjaya, Malaysia's first smart-city on a 5 acre, modern, fully equipped, green-friendly campus. The campus is surrounded by lush greeneries and provides a serene, conducive environment for student living and learning.



Figure 1.1: the view of University of Cyberjaya

1.2 VISION AND MISSION

1.2.1 Vision

We aspire to be a distinctive institution of higher learning producing competent healthcare and related professionals.

1.2.2 Mission

To be a distinctive institution of international repute, producing competent healthcare and related professionals who are intellectually, emotionally and spiritually-balanced.

1.3 MAP OF UNIVERSITY OF CYBERJAYA

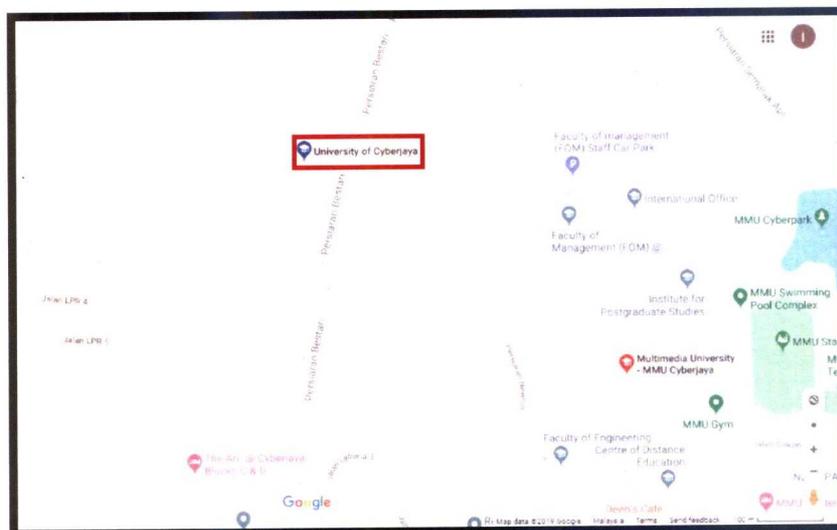


Figure 1.2: Map of UoC

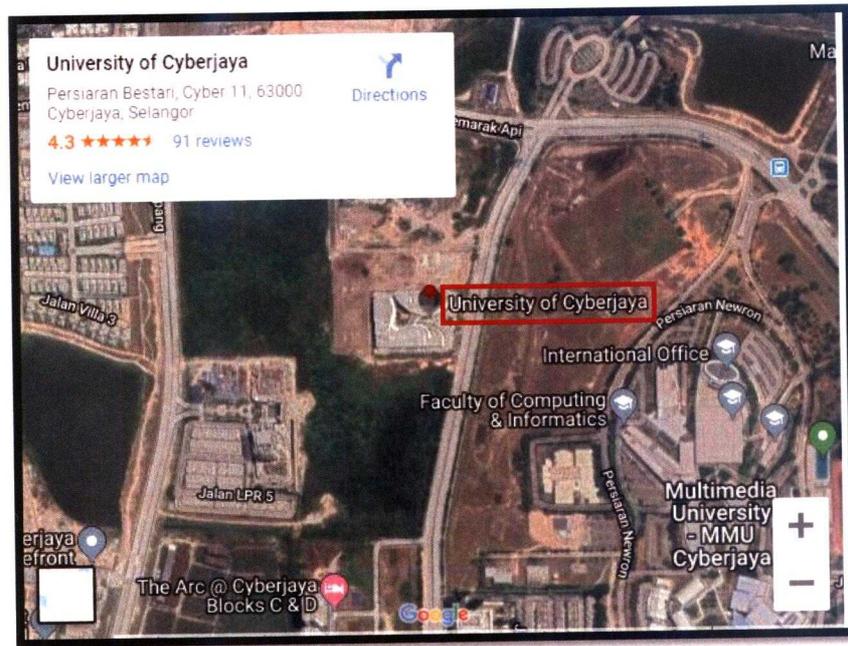
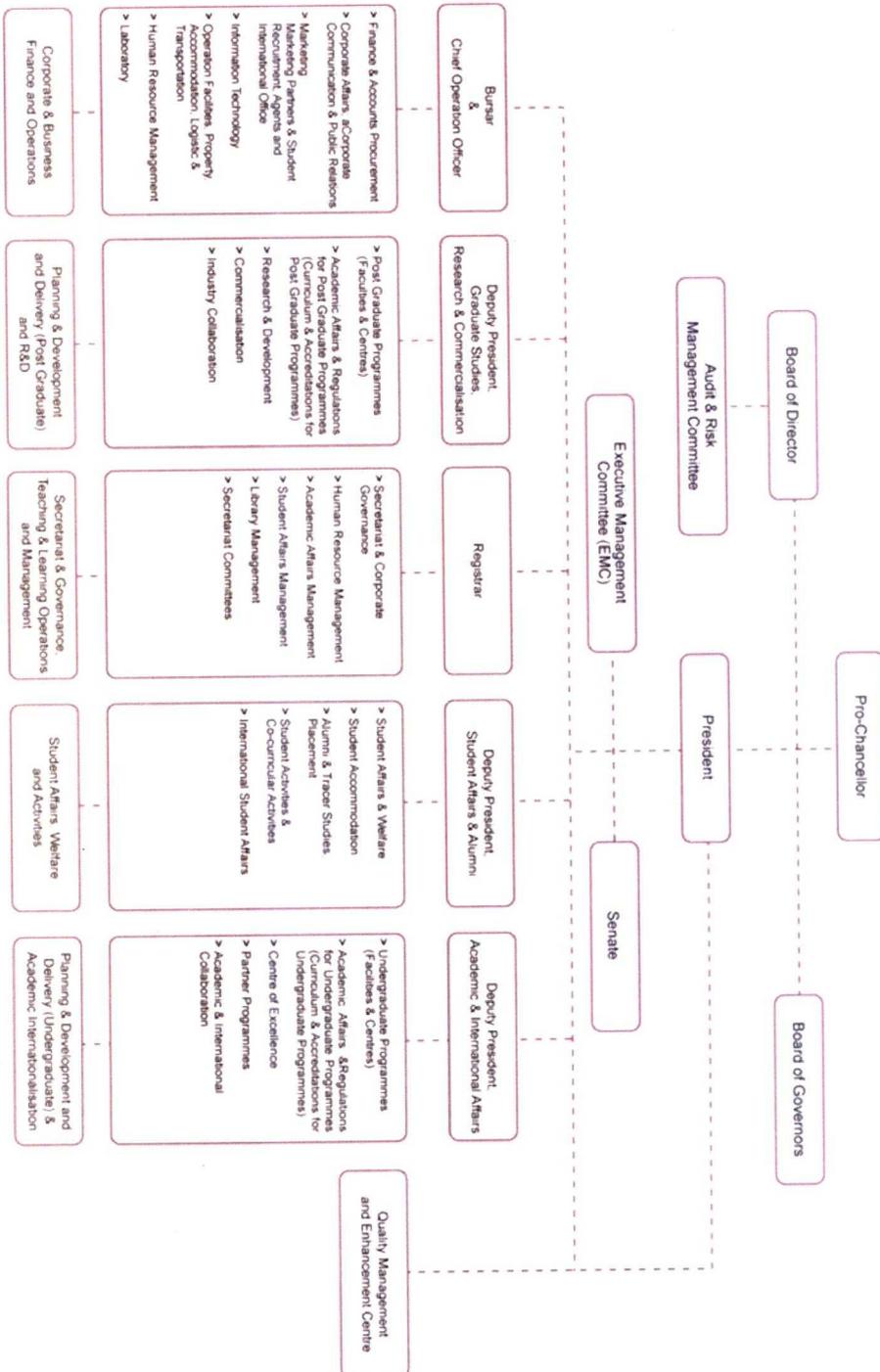


Figure 1.3: Google Earth of UoC

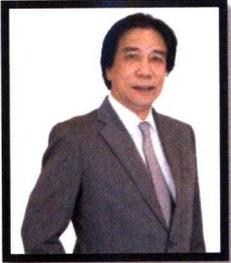
1.4 ORGANIZATION CHART OF UoC



1.5 TOP MANAGEMENT OF UNIVERSITY OF CYBERJAYA

Table 1.1:

Top Management of University of Cyberjaya

Top Management	Name and Job Designation
	<p>Y.Bhg. Tan Sri Dato' Dr. R. Palan Pro Chancellor of University of Cyberjaya (Uoc)</p>
	<p>Y. Bhg. Prof. Emeritus Tan Sri Anuwar Ali Chancellor of University of Cyberjaya</p>
	<p>Tan Sri Datuk Dr. Ridzwan Bakar Chairman of the University's Board of Governors, University of Cyberjaya (UoC)</p>
	<p>Professor Dato' Dr. Mohamad Abdul Razak Vice Chancellor, University of Cyberjaya (UoC)</p>

1.6 PROGRAMMES AND FACULTIES

UoC offered more than 20 programmes including degrees and masters and doctorate level postgraduate research courses in a wide variety of disciplines including medical sciences, pharmaceutical sciences, psychology, physiotherapy, homeopathic medical sciences, business and biomedical technology engineering among others. These are the list of faculties and programmes:

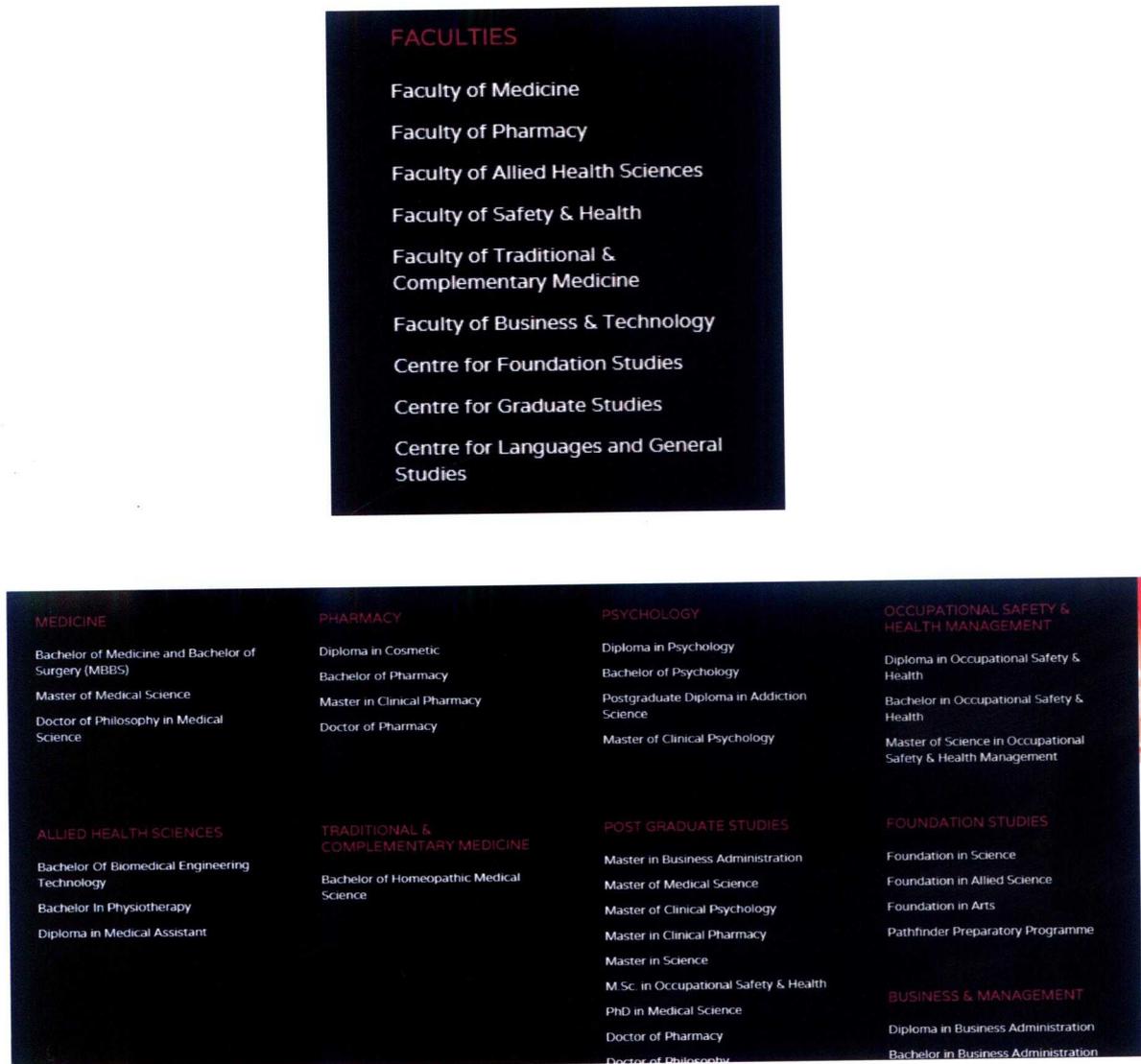


Figure 1.4: List of faculties and programmes

1.7 UOC LIBRARY & KNOWLEDGE MANAGEMENT CENTRE

The UoC Library & Knowledge Management Centre was established in 2006 and specializes in the areas of General and Specialized Medicine, Pharmacy, Traditional and Complementary Medicine as well as Allied Health Sciences. To date, UoC Library holds a total collection more than 13,000 physical collection. In addition to printed collection, the UoC Library and Knowledge Centre also maintains a large collection of electronic journals and databases accessible via the Internet. Students of UoC would have the best both worlds when it comes to library and information resources support.

Besides operating at the main campus in Cyberjaya, there are three (3) other Resource Centres at various Government Hospitals in Sepang, Melaka and Seri Manjung, Perak.



Figure 1.5: View of the library

1.8 FACILITIES AND ACCOMODATION

1.8.1 Varsity Lodge

The Varsity Lodge is a 1,500-capacity residential hostel/ apartment that provides students with a spacious living environment during their years at UoC. The Lodge comes complete with a swimming pool, tennis court, basketball court, gymnasium, laundry mart, cafeteria, security office and is located next to Gem In Mall that provides students with all necessary amenities. There is a University Shuttle Bus service available that ferries students between the campus and Varsity Lodge, which is situated a mere 10 minutes from the campus.

Every unit will be occupied by 8 students and two students per room. Every apartment is about 1180 sq-feet of range, which consists of 4 rooms, 3 bathrooms, 1 shared living room and kitchen area.

Building and Facilities Management Office administers the smooth and safe running of the apartment. Operational Manager, wardens from UoC and security guards are always available to assist students. The building is equipped with CCTV 24 hours a day for added security.

UoC also provides satellite accommodation for students' clinical attachment in Seri Manjung, Perak, Nilai, Negeri Sembilan and Terendak, Melaka.



Figure 1.6: Hostel that provided for staff and student

1.8.2 Student clubs and societies

Student clubs and societies are an integral part of your university experience. It is an engaging and interesting way of making new friends, meeting people with similar interests and having a good time. Societies can also help you to build leadership attributes and skills through organizing events and activities. The following is a list of some of the clubs on campus:

- ❖ Medical Undergraduates Society (MUGS)
- ❖ Young Entrepreneurship Club (YEC)
- ❖ CUCMS Physiotherapy Society (CPS)
- ❖ CUCMS Pharmacy Student Society (CUPSS)
- ❖ Medical Assistant Society (M.A.S)
- ❖ Nature & Society Club (NSC)
- ❖ CUCMS Volleyball Club
- ❖ Persatuan Seni Silat
- ❖ CUCMS Cultural Club
- ❖ Foundation Association (FOSA)
- ❖ CUCMS Society Homeopathy (CSH)
- ❖ CUCMS Psychology Club (CPC)

- ❖ Sunathon Team Society
- ❖ OSH Club
- ❖ Kelab Intelek Quran (KIQ)
- ❖ Belia Harmoni CUCMS

1.8.3 Learning and teaching technology

UoC offers a wide range of amenities accessible to its' students. Among those include:

1.8.3.1 Lecture Halls

The university's modular lecture halls have been designed to conduct lectures for 100 students to conferences to over 300 participants in a single seating. The modular design also allows for rooms to be reconfigured for a variety of purposes each with its own ideal arrangements.

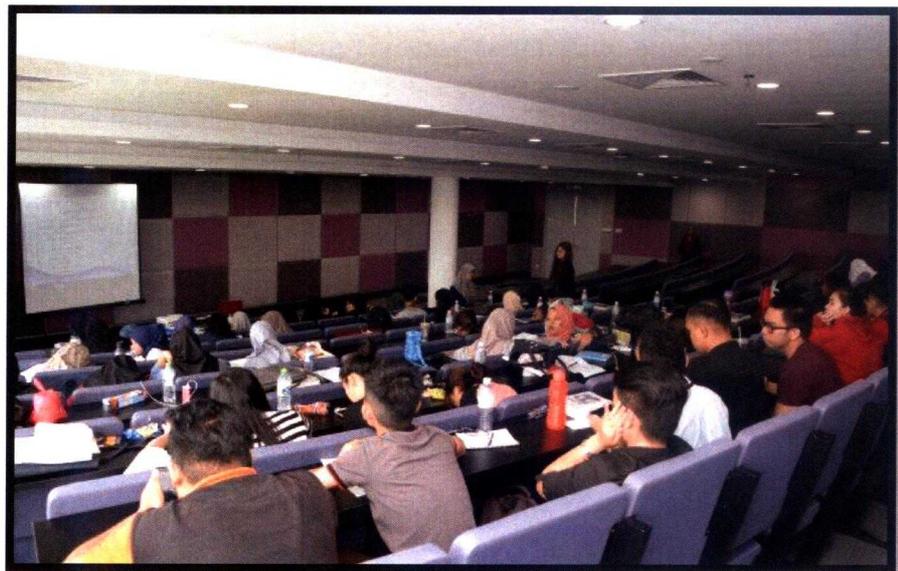


Figure 1.7: The lecture hall

1.8.3.2 Classroom

Conducive learning environments are vital for students to progress well. Here at UoC, students are provided with classroom that can fit 150 students at a time. All classrooms are equipped with audio-visual, media and computing facilities to support learning in class.



Figure 1.8: The classroom

1.8.3.3 Student Lounge

The student Lounge is a vast area furnished with seating and studying spaces. It is where students congregate, relax, plan, study and do all the things that make student life memorable. It is truly a relaxing environment where students can engage with their peers, have fun, and unwind.

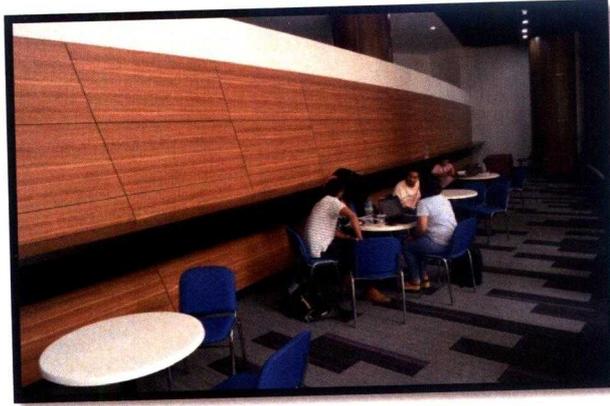


Figure 1.9: The student lounge

1.8.4 Laboratories

A wide range of laboratories is provided in University of Cyberjaya for students to apply their theoretical knowledge into practical skills. Among the type of laboratories include:

1.8.4.1 Analytical Chemistry Lab

This lab equipped with the necessary amenities allows students to conduct chemical analyses and acquire in-depth knowledge of the Chemistry lesson. It accommodates 30 students at a time.



Figure 1.10: the analytical chemistry lab

1.8.4.2 Occupational Safety and Health (OSH) Lab

This lab is mainly used for Occupational Safety and Health programmes. The lab features a silent cabin booth used to stimulate the learning process. It can accommodate up to 20 students at a time and often being used as a classroom too.



Figure 1.11: The Occupational Safety and Health (OSH) Lab

1.8.4.3 Learning Resources Centre

This centre with a capacity of 60 students with more than 200 anatomy models placed inside and open to all. Individuals who are curious about the human body and its' functions are welcomed to visit and explore the information provided in this centre.

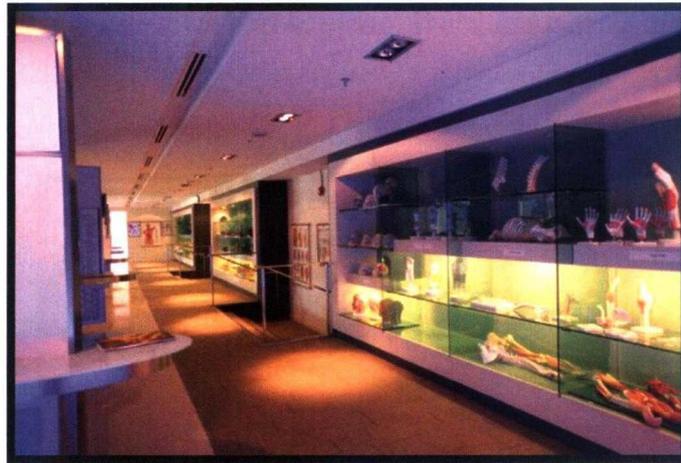


Figure 1.12: the learning resources center

1.8.4.4 Pharmacognosy Lab

This lab mainly used for Pharmacognosy and Phytochemistry lessons. Crude drugs and both, local and international herbs from countries like China and India are displayed here as well.



Figure 1.13: The Pharmacognosy Lab

1.8.4.5 Simulated hospital & Clinical Lab

This artificial model of a hospital and clinical lab provides exposure for students to learn how to prescribe medications required for

patients in the case of a real scenario. It accommodates 30 students at a time.



Figure 1.14: The simulated hospital & Clinical Lab

1.8.4.6 Dissection Hall

The lab is mainly used for practical sessions during Anatomy lessons. It has 2 sections, namely Cadaver area and Practical area and can accommodate up to 120 students at a time.



Figure 1.15: The Dissection Hall

1.8.5 Students amenities

1.8.5.1 Campus cafeteria

The campus cafeteria caters for 300 to 500 people at a time. This convenient setting within campus serves a variety of mouth-watering delicacies, both local and international dishes. Among the dishes sold here include Nasi Arab, Kebab, Pasta, Nasi AyamPenyet, Soto, Roti Canai, Malay dishes and the list continues. Apart from that, the prices are reasonable for students and staff.



Figure 1.16: The campus cafeteria

1.8.5.2 Convenience store

MyNews is the convenience store on campus. Staff and students can enjoy hot drinks, refreshments and popular grab and go food items. Students don't have to go out to get what they need as everything is attainable within their reach.



Figure 1.17: The convenience store

1.8.5.3 Café

Student and staff can enjoy their break on campus with Coffee Bru or in a cafe called VietDekat. Students can treat themselves to hot beverages at Coffee Bru as well as local and western delicacies. Additionally, VietDekat offers authentic Vietnamese food with special student discounts.



Figure 1.18: The café

1.8.6 Homeopathy Clinic and Pharmacy

1.8.6.1 Homeopathy Clinic

UoC has Homeopathy Clinic that is operating on weekdays from 9.00 am to 6.00 pm. The clinic is how the university approaches in promoting wellness and holistic care. Here, patients may seek medical treatment, health services and medical advice from our professional medical practitioners on duty and it is open to the public as well.

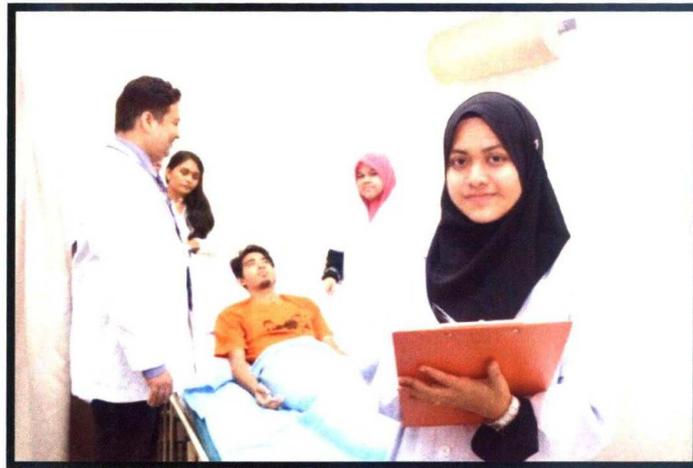


Figure1.19: Homeopathy Clinic

1.8.6.2 UoC Pharmacy

Uoc also has their own pharmacy that supplies medications for its customers. This pharmacy also enables pharmacy students to practice the theories that they have learned in the class and understand how to prescribe medications to their customers.



Figure 1.20: The Pharmacy

CHAPTER 2

ORGANIZATION

INFORMATION

CHAPTER 2

ORGANIZATION INFORMATION

2.0 INTRODUCTION

This chapter will be described UoC Library & Knowledge Management Centre in detail. It included the vision and mission, client charter, organization chart, library operation hours, library service and facilities and other that related in library.

2.1 UOC LIBRARY & KNOWLEDGE MANAGEMENT CENTRE

The UoC Library & Knowledge Management Centre was established in 2006 and specializes in the areas of General and Specialized Medicine, Pharmacy, Traditional and Complementary Medicine as well as Allied Health Sciences. To date, UoC Library holds a total collection more than 13,000 physical collection. In addition to printed collection, the UoC Library and Knowledge Centre also maintains a large collection of electronic journals and databases accessible via the Internet. Students of UoC would have the best both worlds when it comes to library and information resources support.

Besides operating at the main campus in Cyberjaya, there are three (3) other Resource Centres at various Government Hospitals in Sepang, Melaka and Seri Manjung, Perak.

The UoC Library and Knowledge Management Centre is using VIRTUA, an integrated library management system provided by VTLS. It is a web-based library system which records all titles in the library. Library holdings can be accessed through the WebOPAC (Online Public Access Catalogue) via (bestari.cybermed.edu.my), or from the University website at (www.cybermed.edu.my)



Figure 2.1: view of the library

2.2 LIBRARY OPERATION HOURS

Table 2.1

Library operation hour

Monday – Friday	9.00 am. – 7.00 pm.
Saturday	10.00 am. – 2.00 pm.
Sunday and Public Holiday	Closed

2.3 VISION AND MISSION

2.3.1 Vision

UoC Library will become the intellectual centre of the University by fully integrating its services, and unique collections into all aspects of the institutions.

2.3.2 Mission

The primary mission of the UoC Library is to support the curriculum, research and general information needs of the UoC community by providing physical and remote access to printed and electronic resources.

2.3.3 Client charter

The UoC Library & Knowledge Management Centre provides knowledge services to support the University's high-quality education and world-class research through innovative discovery and access to the information. Services are provided primarily to Uoc students and staff and to other libraries and visitors to fulfill their information needs.

2.4 ORGANIZATIONAL CHART OF UOC LIBRARY & KNOWLEDGE MANAGEMENT CENTRE

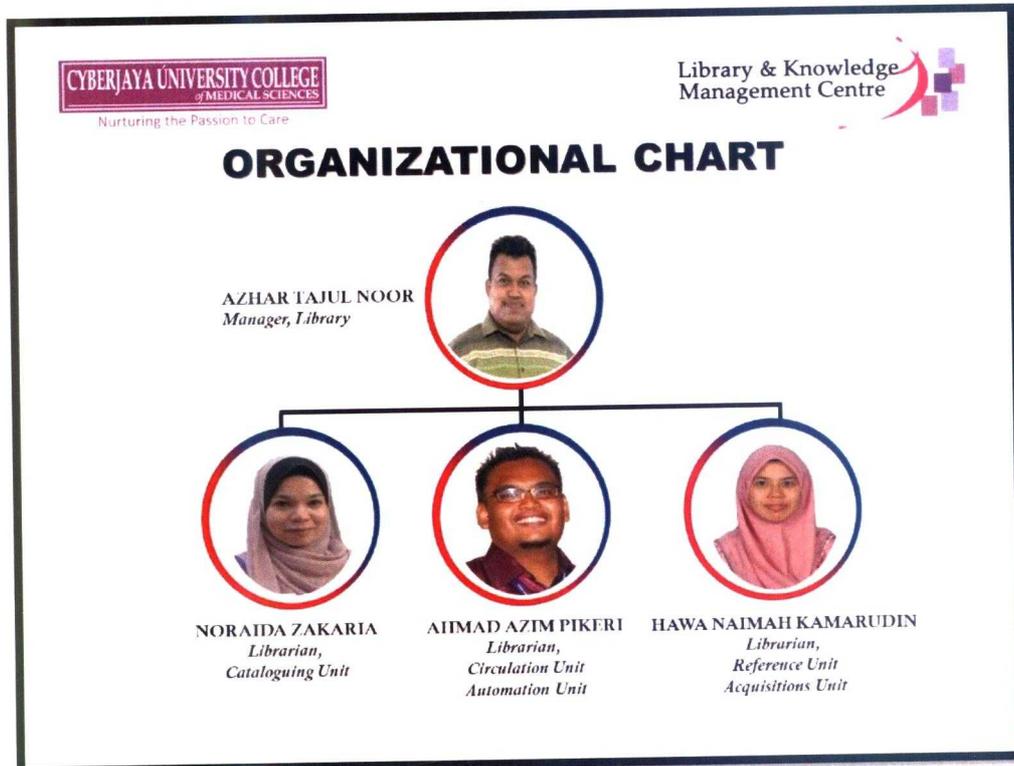
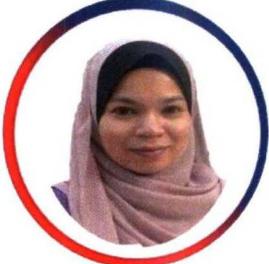


Figure 2.2 Organizational Chart Uoc Library

2.5 LIBRARY MANAGEMENT PROFILE OF UOC LIBRARY & KNOWLEDGE MANAGEMENT CENTRE

Table 2.2

Library Management Profile

Librarian	Profile
	Name: Mr. AzharTajul Noor Position: Manager of UoC Library E-mail: azhar@cybermed.edu.my
	Name: Mrs. Noraida Zakaria Position: Librarian E-mail: noraida@cybermed.edu.my
	Name: Mr. Azim Pikeri Position: Librarian E-mail: azim@cybermed.edu.my
	Name: Mrs. HawaNaimahKamarudin Position: Librarian E-mail: hawa@cybermed.edu.my

2.6 LIBRARY GENERAL RULES

UoC Library have districted their rules for the user to be followed. These are the general library rules:

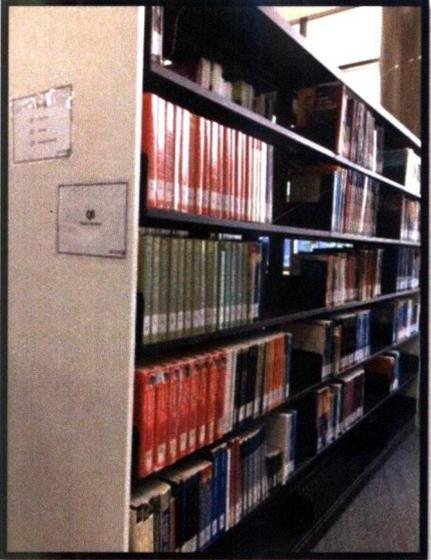
- i. User should not enter, or remain in the Library when the Library is not open to the public
- ii. The usage of cameras or any other recording equipment in the Library is not allowed without permission of the Library Manager.
- iii. The usage of mobile phone in the Library is not allowed, and should be switched off
- iv. Any disruptive behavior which disturbs or inconveniences other users is forbidden. Library staffs have the authority to ask anyone demonstrating such behavior to leave the Library.
- v. Eating, drinking, or smoking in the Library are strictly prohibited.
- vi. Users must not destroy or damage any of the collections available in the Library. Users found damaging or stealing materials/properties of the Library are liable to strict disciplinary action. The Library Manager has the right to report to the Senate Members, if users are found to have broken the law and library rules.
- vii. Users are to abstain from engaging in loud

2.7 LIBRARY COLLECTION

Library materials are grouped in several collections based on characteristics that have been defined. Compilation of materials in the collection is based on the classification scheme of the Library of Congress (LC). For materials in medicine and health sciences, classification follows the scheme of and National Library of Medicine Classification Scheme (NLM).

Table 2.3

Library collection

UOC LIBRARY COLLECTION	DESCRIPTION
 <p data-bbox="284 1713 715 1751">Figure 2.3: Open shelf collection</p>	<p data-bbox="938 1055 1225 1093"><i>Open shelf collection</i></p> <p data-bbox="790 1198 1356 1825">This collection is the largest collection of the Library. This collection comprises of monograph texts and additional reading covering all the disciplines of the University’s academic. All materials in this collection can be borrowed within 14 days (2 weeks). The collection location is on the first floor of the library according to the subject.</p>

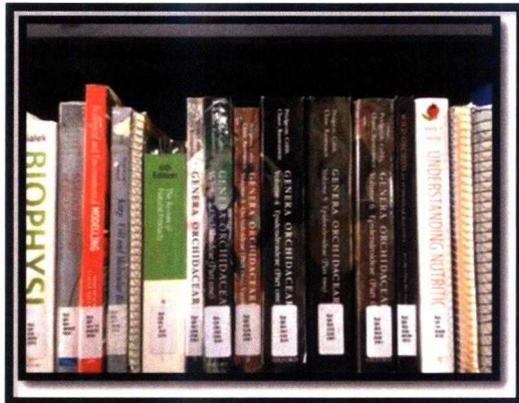


Figure 2.4: Reference collection

References collection

Reference Collection materials are referred in the library only. Consists of dictionaries and encyclopedias, directories, atlases, statistical reports, handbooks, annual reports of non- profit organizations. All this collection can be borrowed for 1 day only. The collection location is on the first floor of the library according to subject.

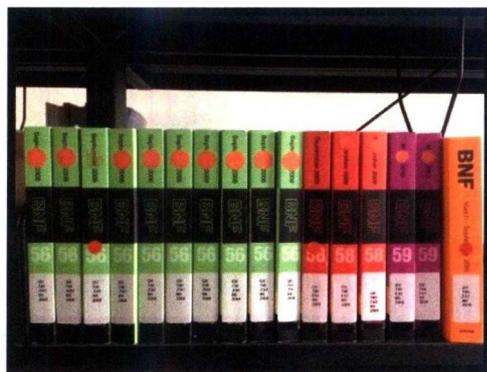


Figure 2.5: Red spot collection

Red spot collection

Red spot collection materials are referred in the library only. Consists of reading materials and textbook for various courses. All this collection can be borrowed for only 2 hours for a maximum time.

      	<p><i>Digital collection/ online resources</i></p> <p>Library subscribes to electronic resources in various field to fulfill the teaching and learning method beside the research needs in UoC. Available in full text and abstracts of the articles from journals and other publication. The online resources that subscribed is:</p> <ul style="list-style-type: none"> ○ Access Medicine ○ Access Surgery ○ BMJ Learning ○ BMJ Best Practice ○ BMJ Journal ○ BMJ OnExamination ○ Ebsco ○ Science Direct <p>This all databases can be accessed through Open Athens for getting the resources by registered to the Open Athens accounts to get the full accessed.</p>
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Figure 2.6: Online databases



Figure 2.7: Magazine collection

Newspaper and magazines collection

This collection has been subscribed every month by the UoC Library to fulfill their user leisure time. This collection can only be read at the library. The newspaper that UoC

Library subscribed is:

- BeritaHarian
- The Star
- New Straits Time

The magazines that UoC Library subscribed is:

- Time
- Rasa
- Pa & Ma
- Impiana
- Solusi
- Reader Digest
- National Geographic

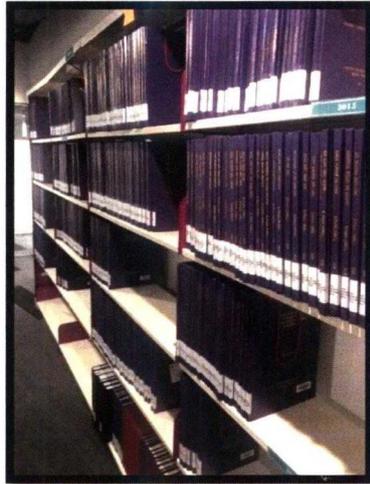


Figure 2.8: Thesis & dissertation collection

Thesis and dissertation collection

Printed collections of thesis and dissertation written by UoC student undergraduates (Degree) and post graduates (Doctoral and Master by Research) from Faculty of Medicine, Faculty of Pharmacy and Faculty of Allied Health Science that become reference to researchers. User are not allowed to borrow this collection and only for reading in the Thesis Room in the library.

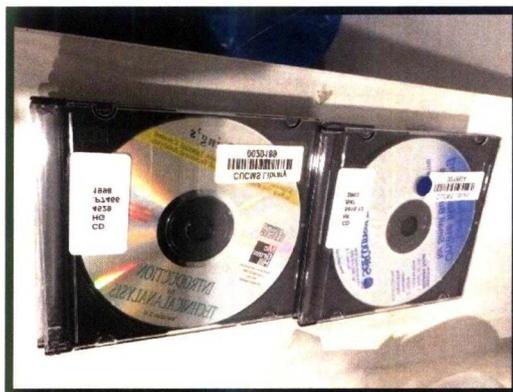


Figure 2.9: Audio-visual collection

Audio-visual collection

This collection owned by the UoC Library. It consists of CD -Rom and DVD to support the learning and teaching that creates a stimulating and interactive environment which is more conducive to learning

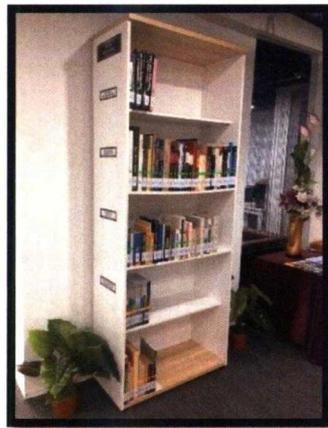
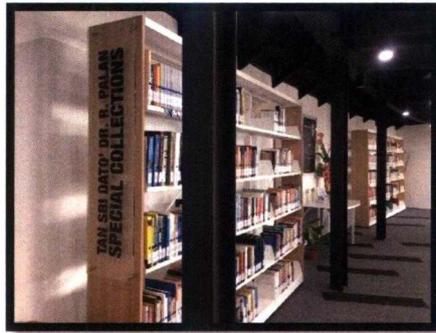


Figure 2.10: Special collection

Special collection

There are several types of special collection that have been in the UoC Library and Knowledge Management Centre. The special collection of Tan Sri Dato Dr. R Palan is the biggest collection that consists of thousands of books. The subject that cover the collection is human resources, leadership, training, management, and others. The other special collection is by top management of University of Cyberjaya that donate their personal book that cover subject about management.

2.8 LIBRARY SERVICES

2.8.1 Borrowing and returning

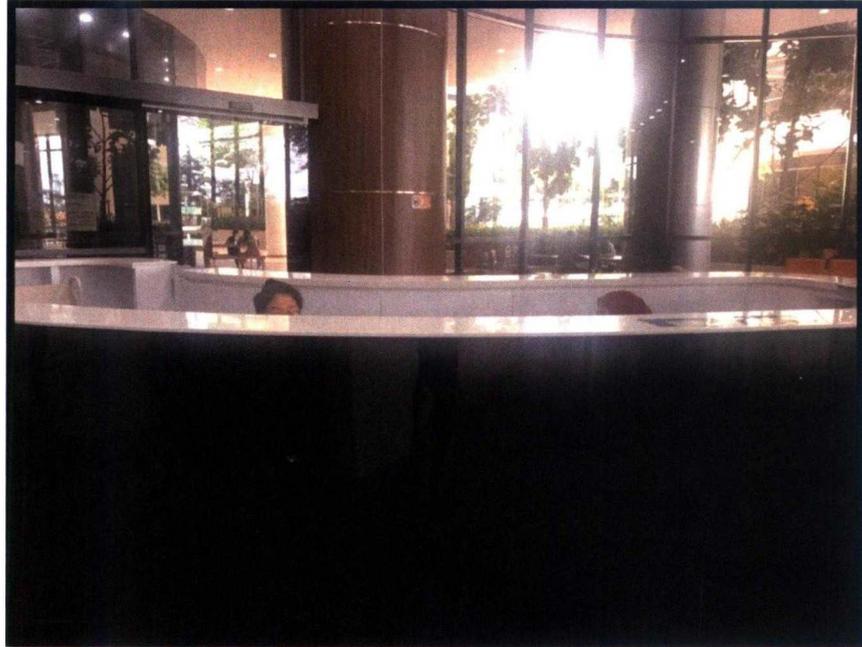


Figure 2.11: The Circulation Counter

Borrowing

- User will need a valid library card (student card or staff identification) to borrow items
- Take the book and come to the Circulation Counter
- If the user experienced any problems, please refer to the library staff at the Circulation Counter

Table 2.4
Loan Entitlement

CATEGORY	OPEN SHELF	RED SPOT	REFERENCE
STAFF			
Academic staff (Full Time)	5 items / 30 days	1 item / 30days	1 item / 7 days
Academic staff (Part Time) /Administrative staff		1 item / 2 hours	1 item / day
STUDENT			
Postgraduate	5 items / 30 days	1 items / 2 hours	1 item / day
Undergraduates			
Diploma Foundation	3 items / 14 days		

Table 2.5
Library Fines

CATEGORY	OPENSHELF	RED SPOT	REFERENCE
STAFF			
Academic staff (Full Time)	RM 0.30 / day	RM 0.30 / day	RM 1.00 / day
Academic staff (Part Time) /Administrative staff		RM 0.50 / day	
STUDENT			
Postgraduate Undergraduates Diploma Foundation	RM 0.30 / day	RM 0.50 / day	RM 1.00 / day

2.8.2 Lost & Damage Item

If an item borrowed by a patron is accidentally lost or damaged, the person will be charged for its replacement cost which consists of the:

- Current price of the items
- RM 30.00 of processing fee
- Any outstanding fines / over due

If an inter- library loan material from another library is lost/damaged, the patron will be billed by the lending library according to the library's policies. Patrons should report lost materials immediately, so that their library privileges are not suspended.

2.8.3 Renewal services

Items that user borrow can be renewed using web OPAC by themselves once as long as there is no one reserved the item. Each renewal extends the due date by the same length of the time as the originally borrowed the item. The renewal period starts on the day user renew an item in case it can't be renewed for any reason. User are responsible for any late if an item cannot be renewed and is returned late.

User can renew the item through.

Table 2.6
Renewal Services

ONLINE	FACEBOOK	E-MAIL	PHONE
<ul style="list-style-type: none"> • Login in to Library account • Click on the checked-out items • Check the boxes beside the items that would like to renew • Click at the Renew button 	<ul style="list-style-type: none"> • Sign in to Facebook account • Search for UoC Library & Knowledge Management Centre page • Post up matrix number at the UoC Library & Knowledge Management Centre 	<ul style="list-style-type: none"> • Sign in to the e-mail account • Send e-mail to cucmslibrary@cybermed.edu.my with the item details to be renewed 	<ul style="list-style-type: none"> • User can call the library Circulation Counter at 03-83137187 anytime between library opening hours. • Or you can walk-in to the UoC Library Circulation Counter and ask the staff to renew your items.

2.8.4 Reservation

User can reserve the book if the item is on loan by others free of charge by;

- Log into Library account
- Once the user has found the item that want to reserve, click on the 'Request' button

2.8.5 Inter-Library Loan (ILL)

ILL is a library supports the scholarly research and curriculum needs of current UoC academic staff and students. This service offered by UoC library and should be used when user needs cannot be met with the UoC library resources. Materials received via ILL is by permission of the lending library. The form for ILL can be downloaded at library website.

2.8.6 Document Delivery Services (DDS)

DDS provides students, academicians and researchers copies of articles from books, journals and other materials which are not available at the UoC Library. User need to complete the DDS Form and submit the request

2.8.7 Information Literacy

Information Literacy program or also known as Information Skill class provide by the UoC Library & Knowledge Management Centre is to give guidance to the user (new users most importantly) in identifying the real information they needed. This service is open for students, staff (academic and non- academic). Through this program, users are taught how to get accurate information from the reliable sources. This is to train user to be effective information seekers.



Figure 2.12: Information Literacy Class

2.8.8 Library visit & tour

User can discover about the collection, services and facilities on a visit tour of library area. The tour includes briefing from library staff about the library overview. Library visit and tourist on a weekday only from 9.30 am to 5.00 pm. Library visit, and tours will take approximately 30 minutes and advance booking are recommended.



Figure 2.13: Library visit and tour

2.9 LIBRARY FACILITIES

2.9.1 Online Public Access Catalogued (OPAC)

The UoC Library and Knowledge Management Centre is using VIRTUA, an integrated library management system provided by VTLS. It is a web-based library system which records all titles in the Library. User can use the Web Online Public Access Catalogue (Web OPAC) to search, browse, renew and even reserve library materials. Through the networking facilities, all information and online collections are easily accessed and effectively distributed to students and lecturers.

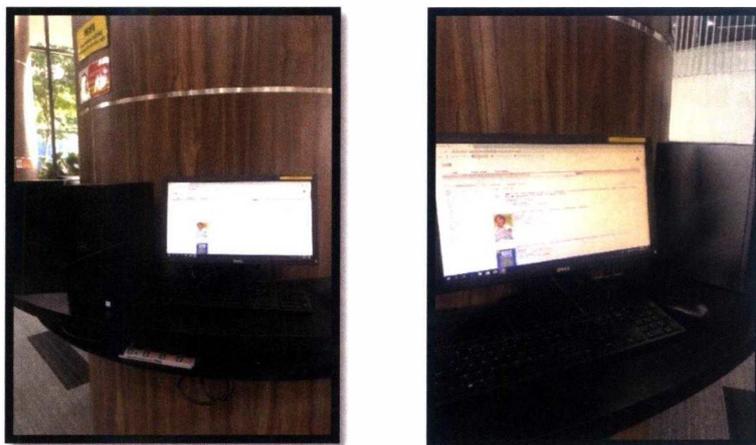


Figure 2.14: The library OPAC

2.9.2 Thesis room

The thesis room can be booked for use during library opening hours. Those who want to use this room must fill up the Room Reservation Form and submit to the circulation counter.



Figure 2.15: Thesis room

2.9.3 Discussion room

There are 5 discussion room available in the library. Registered users can use the discussion rooms and reservation can be made at the service counter. The minimum pax to use the room is 10 people, with 2 hours' duration. When user make reservation, they need to provide their matric card as guarantee to use the discussion room. User are not allowed to bring food and drink. The condition should be good and tidy as before used the discussion room.



Figure 2.16: Discussion room

Table 2.7

Condition of use for Discussion room

Booking rules (Group discussion room)	
Eligibility of usage and booking	<ul style="list-style-type: none"> ✚ Students and staff ✚ Available to groups 3 to 10 students ✚ Bookings for use by individual students will not be accepted
Length of booking session	<ul style="list-style-type: none"> ✚ Mainly 2 hours
Compulsory check-in time	<ul style="list-style-type: none"> ✚ Within 30 minutes after session start

Important notes:

- ❖ At least three group members must check in by placing their student of staff cards to the Circulation Counter
- ❖ For continuous booking, check in is required for each session
- ❖ Booking of a session will be cancelled if check-in is not done by at least 3 group members within the first 30 minutes of the session
- ❖ Keys must be returned to the Circulation Counter within 5 minutes of expiration session
- ❖ No food is permitted

2.9.4 Wi-Fi Zone

User can get connected to the library network by obtain username and password from the library to get full access the internet network.



Figure 2.17: Wi-Fi zone area

2.10 DEPARTMENTAL STRUCTURE

Department structure is the form of business organization. It is defining how activities such as task to be allocation and supervision are directed toward the achievement of organizational aims. It also affects organizational action and provides the foundation on which standard operating procedures and routines rest. In Uoc Library & Management Centre there 5 departments that divided with own job scope that be handled by specific librarian.

2.10.1 Department Function

ACQUISITION UNIT

Acquisition departments manage the purchase and processing of library resources. Their duties include purchasing items, coordinating licensing and access of electronic products, conducting collection assessments, and (in academic libraries) providing information for academic reporting needs such as accreditations, program reviews, and new degree proposals. The librarian that responsible in this unit is Mrs. Hawa Naimah Kamarudin.

CATALOGUING UNIT

Cataloging departments create and maintain libraries' online catalog of both physical and virtual collections. Cataloging librarians and staff describe, classify, and provide indexing of the libraries' materials; do quality control of the catalog's records; and do general database

management so that the library's materials are organized for retrieval by library users. The librarian that handle this unit is Mrs. Noraida Zakaria.

CIRCULATION UNIT

Circulation departments facilitate physical and virtual access to library materials, maintain the library collections, assist library users, (in academic library) coordinate the use and lending course of reserve materials, and perform other activities related to library use and access. The librarian that responsible to this unit is Mr. Ahmad Azim Pikeri.

REFERENCE UNIT

Reference departments provide information, research, and instructional services to all library users, including in person and online reference help, bibliographic instruction classes, tutorials, research guides, (in academic libraries) subject specialist support, and much more.

Information Literacy program or also known as Information Skills Class provided by CUCMS Library & Knowledge Management Centre is to give guidance to the user (new user most importantly) in identifying the real information they needed. This service is open for students, staff (academic and non-academic). Through this program, users are taught how to get accurate information from the reliable sources. This is to train user to be effective information seekers. This unit being handled by the librarian Mrs. Hawa Naimah Kamarudin.

AUTOMATION UNIT

Automation departments provide technology service to library users, staff, and the community. They may create and maintain the library website and conduct other programming activities. The librarian that responsible is Mr. Ahmad Azim Pikeri.

CHAPTER 3

INDUSTRIAL

TRAINING

ACTIVITIES

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

3.0 INTRODUCTION

This chapter will review about activity that been done by trainee during industry training at UoC Library & Knowledge Management Centre. This chapters covers all activities such as the training schedule, task done by each unit, and details of the special projects during the internship at UoC Library & Knowledge Management Centre.

3.1 TRAINING ACTIVITIES AND SCHEDULE AT UOC LIBRARY & KNOWLEDGE MANAGEMENT CENTRE

The industrial training started on 1st August 2019 until 31 December 2019. During the period of training, trainee was assigned to all unit in the UoC Library & Knowledge Management Centre by schedule that been given by the librarian. The Uoc Library & Knowledge Management Centre has 5 units that provided services to the user. Librarian doing all the multi task but they have their own unit that need to be handled.

Table 3.1:

Practical students schedule at UoC Library & Knowledge Management Centre

UNIT	DATE	LIBRARIAN
General	1 August – 2 August	Mr Azhar Tajul Noor
Circulation	5 August – 30 August	Mr. Ahmad Azim Pikeri
Acquisitions	3 September – 17 September	Mrs. Hawa Naimah Kamarudin
Cataloguing	18 September – 31 October	Mrs Noraida Zakaria
Reference	1 November – 22 November	Mrs. Hawa Naimah Kamarudin
Automation	25 November – 29 November	Mr. Ahmad Azim Pikeri
Project & Report Finalization, Presentation & Submission	2 December -31 December	Mr Azhar Tajul Noor

3.2 GENERAL UNIT

The first unit that industrial trainee was assigned is General Unit that handled by the Head of Department of UoC Library & Knowledge Management, Mr. Azhar Tajul Noor. It started from 1st August until 2nd August 2019. Mr. Azhar briefed about the library overview and the organization that included library tour, introduced to other librarian, other related matter in UoC Library and essential work to be done as a librarian such as assigned to open the library. Mr. Azhar also guide and familiarize the industrial trainee with the environment of working life in the organizations.

3.3 CIRCULATION UNIT

The industrial was assigned in Circulation Unit that under responsible by Mr. Ahmad Azim Pikeri. It started from 5 August until 30 August 2019. This unit basically facilitate and monitor the circulation of books and included the process of connecting people with the books. Mr. Azim briefed about the Circulation Unit included the Library system which is VTLS Virtua LMS for the Circulation process then follow by further briefed about the standard of Policy (SOP) of the Circulation Unit, process of borrowing, returning, renew, fines, payment, handle the discussion room and others. The task that industrial trainee was brief as following:

3.3.1 Task Done by the Trainee

1. Shelving and shelf reading

During in this unit, industrial trainee has learnt the basic and library routine on how to shelve and shelf reading books correctly. The industrial trainee needs to arrange the book according to alphabetical order. UoC Library & Knowledge Management use Library of Congress (LCC) for general collection and use National Library of Medicine for medical books. Thus, the industrial trainee has to spend time every day to shelve the book that been returned by the user or from the cataloguing unit that receive the new books that needed to be shelved. Mostly users in UoC Library are actively borrowing the book and use the library.

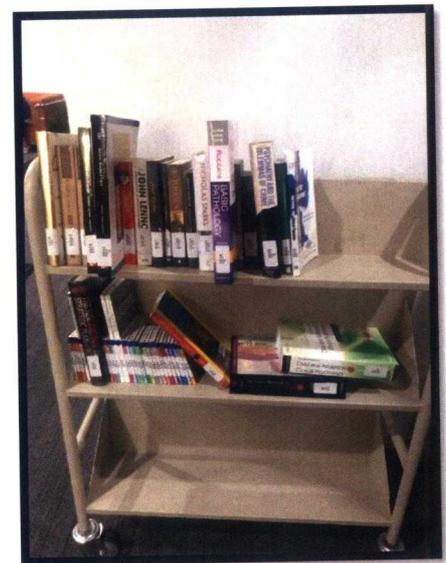
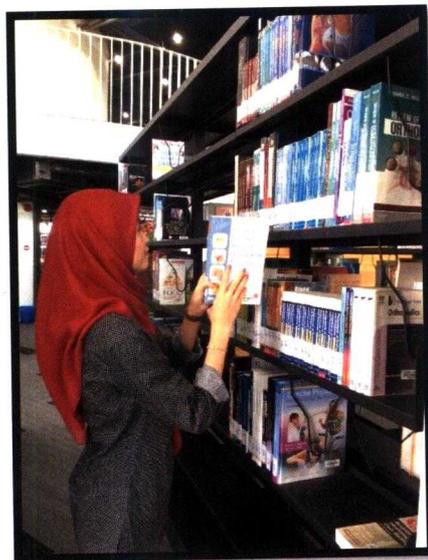


Figure 3.1: Shelving and shelf reading

2. Manning at Library Circulation Counter

The industrial trainee also learnt on how to manning the counter for the transaction such as borrowing, returning, renewal, booking discussion room, fines payment. Moreover, the industrial trainee needs to answer all the patron's question about the library collection and services.



Figure 3.2: Manning circulation counter

The figure of Circulation transaction that has been learnt while manning at the Circulation Counter:

- The industrial trainee '**check out**' the library material especially books. It is mean the user wants to borrow the library material. The industrial will ask staff number or student matrix number to key in the Virtua system and scan the barcode of the library material for user to borrow the material.

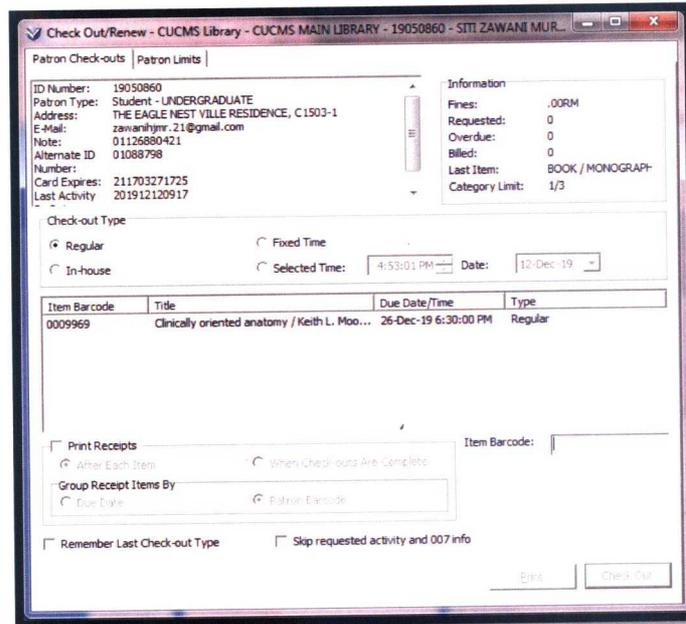


Figure 3.3: check out library material

- If the user does not bring their card matrix or forgot the number of student matric card, the industrial trainee will key in the IC number or passport number to open their account.

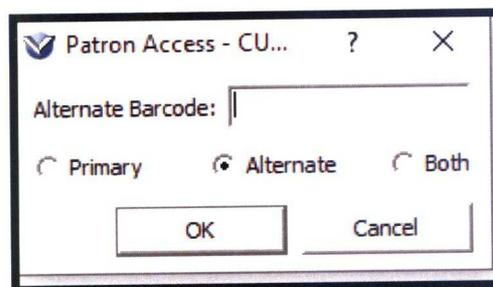


Figure 3.4: Patron access

- The industrial trainee **‘check in’** the library material after they returned the book. The industrial trainee needs to scan or key in the barcode in the Virtua system to make sure the library material is not overdue and late renewal.

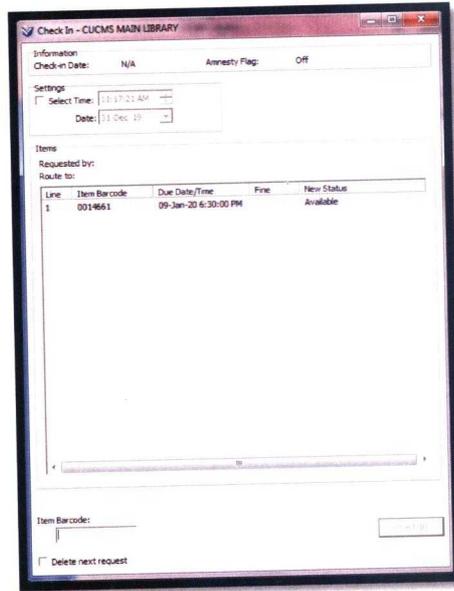


Figure 3.5: Check in library material

- If there is overdue or late renewal, the industrial trainee needs to inform user about fines that need to be paid regarding on how many days it overdue or renewal. The charges for fines are depends on how late and the type of collection that user been borrowed.

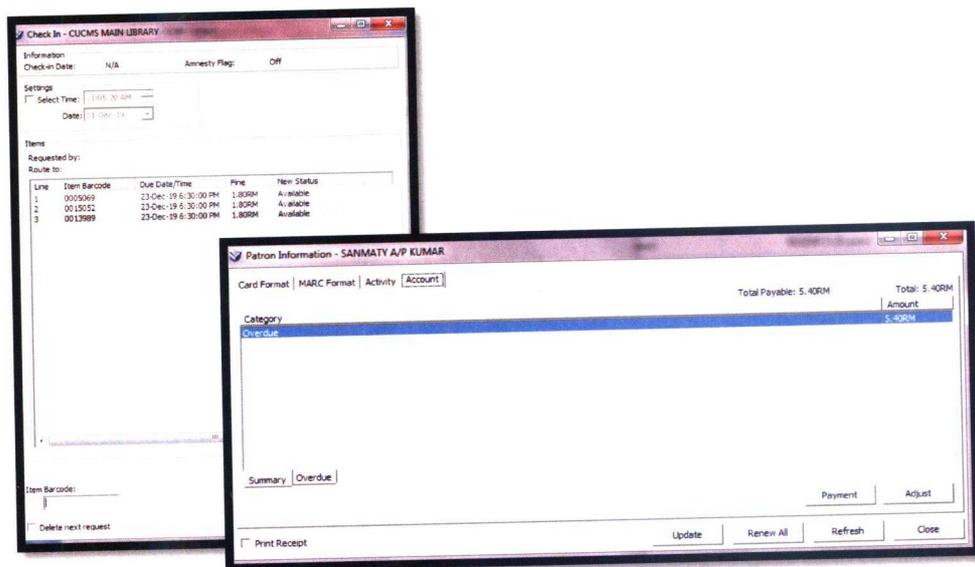


Figure 3.6: Overdue or late renewal

- If the user wants to ‘renew’ their book, they can call library, via Facebook, via e-mail and walk in to the library. The industrial trainee scans the barcode of the book to renew the library material.

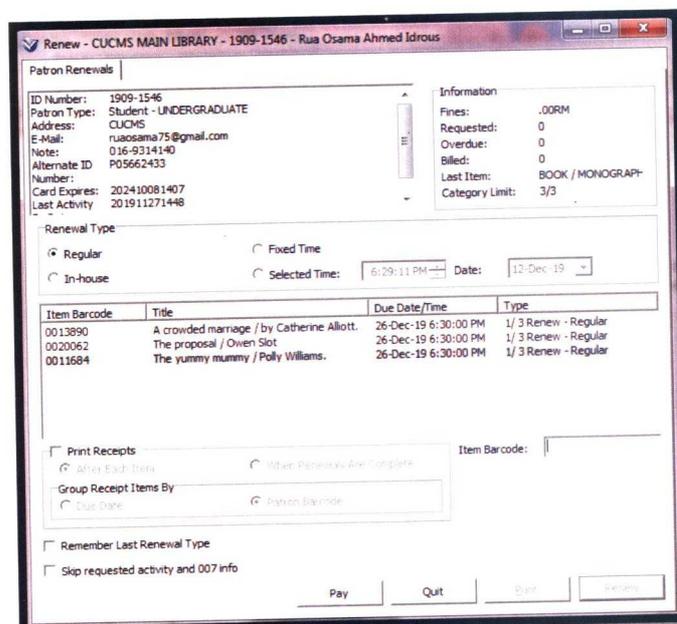


Figure 3.7: renewal book from Virtua system

3. Library signage

Mr. Azim discussed with industrial trainee to preparing the library signage. For the library signage, UoC Library & Knowledge Management used Library of Congress Classification (LCC) for general collection and use the National Library Medical Classification (NLM) for medical collection. The industrial trainee further discusses in term of design, color, shape and font that user friendly need to use before further process. Industrial trainee has prepared several design of library signage to the all librarian so that they can choose and decided to use the best library signage. Library signage is important to make easier for user to find the library collection.



Figure 3.8: Library signage

4. Information Board

Mr. Azim discussed with industrial trainee to prepared and decorate the information board in the library. The industrial trainee further discussed about the design, color, information that needed to be put at the board before further process. The industrial trainee also buys some things to decorate the information board to make it more interesting and attractive to user.



Figure 3.9: Decorate Information Board

5. Registration Library Membership

During assigned in the Circulation unit, the industrial trainee being involved in the new student's registration for September Intake at Level 4 University of Cyberjaya. The trainee in charge of handling the payment counter and answering any enquires that related.



Figure 3.10: in charge for student registration

After received the detail of the new student intake, the industrial trainee key in the new student intake library membership in VTLS Virtua system to ensure the new students can borrow the library material. The Library Membership Form was attached in Appendix.

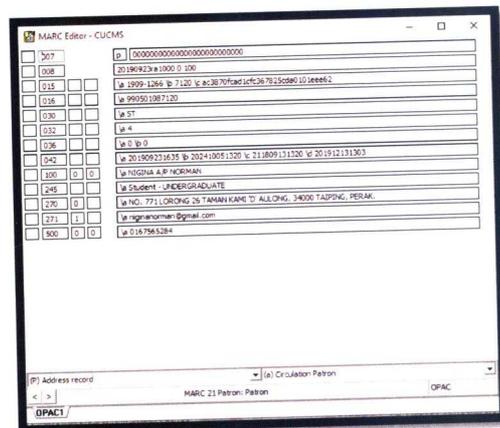


Figure 3.11: Key in new student's information for library membership

3.4 ACQUISITIONS UNIT

The industrial trainee was assigned to Acquisition Unit that been handled by Mrs. Hawa Naimah Kamarudin. It started 3rd September until 17 September 2019. Acquisition unit is responsible for the selection and purchased the library materials. The industrial trainee has learnt about the process to acquiring the new books in term of coordinate and facilitates the selection, purchase the library materials. Mrs. Hawa Naimah briefed about the job scope of the Acquisitions Librarian is to manage and supervise the activities in Acquisitions Unit that included purchasing, ordering, receiving and maintaining the list of the purchasing materials. Mrs. Hawa also further briefed about the Standard Operation Procedure of the Acquisitions Unit and the process of purchasing books and online databases.

3.4.1 Task Done by the Trainee

1. Ordering and Payment Process

The industrial trainee learnt how to order new book and make payment for the book that been purchased. Usually, the acquisition librarian gets the list of the book from the lecturer for order by submitted in the form by email. The industrial trainee involved in the process ordering and buying the books for Malaysian Qualifications Register (MQA) syllabus for the MQA visit.

- The industrial trainee prepared three quotations from different supplier if the title is not available in UoC Library & Knowledge Management Centre.

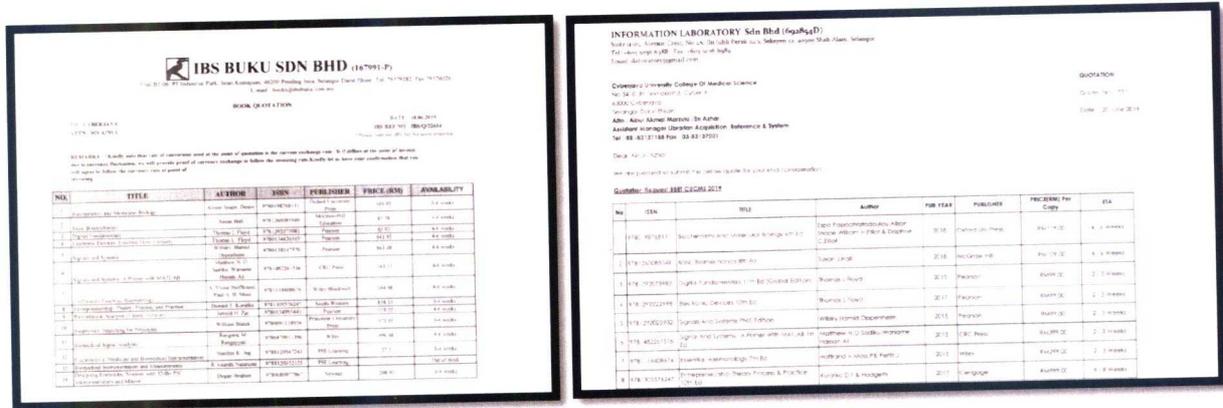


Figure 3.12: quotation from different suppliers

- The industrial trainee has made comparison of the price of books from the 3 suppliers by doing the table.

NO.	ISBN	TITLE	SUPPLIER	PRICE	ETA
1.	9780198768111	Biochemistry And Molecular Biology 6 th Ed	Information Laboratory Sdn Bhd	RM119.00	4-6 weeks
2.	9781260085549	Basic Biomechanic 8 th Ed	IBS BUKU SDN BHD	RM87.78	3-4 weeks
3.	9781292075983	Digital Fundamental 11 th Ed (Global Edition)	IBS BUKU SDN BHD	RM83.93	4-6 weeks
4.	9781292222998	Electronics Devices 10 th Ed	Information Laboratory Sdn Bhd	RM99.00	2-3 weeks
5.	9781292025902	Signals And Systems PNIE Edition	Information Laboratory Sdn Bhd	RM99.00	2-3 weeks
6.	9781482261516	Signals And Systems: A Premier With MATLAB 1 st Ed	IBS BUKU SDN BHD	RM341.13	4-6 weeks
7.	9781118408674	Essential Haematology 7 th Ed	IBS BUKU SDN BHD	RM244.98	4-6 weeks
8.	9781305576247	Entrepreneurship Theory, Process & Practice 10 th Ed	IBS BUKU SDN BHD	RM838.33	3-4 weeks
9.	9781292024042	Biostatistical Analysis 5 th Ed	Information Laboratory Sdn Bhd	Rm99.00	2-3 weeks
10.	9780691138916	Biophysics: Searching For Principles	Information Laboratory Sdn Bhd	Rm399.00	4-6 weeks
11.	9780470911396	Biomedical Signal Analysis 2 nd Ed	IBS BUKU SDN BHD	RM496.48	4-6 weeks
12.	9788120347243	Electronics In Medicine And Biomedical Instrumentation	IBS BUKU SDN BHD	RM57.50	3-4 weeks
13.	9788120352155	Biomedical Instrumentation And Measurement 2 nd Ed	Information Laboratory Sdn Bhd		
14.	9780080977867	Designing Embedded Systems With 32-Bit PIC Microcontrollers And MikroC 1 st Ed	IBS BUKU SDN BHD	RM208.93	3-4 weeks
15.	9780323353175	Robbins Basic Pathology 10 th Ed	IBS BUKU SDN BHD	RM332.78	4-6 weeks
16.	9781292099149	Microbiology: An Introduction 12 th Ed	Information Laboratory Sdn Bhd	RM119.00	2-3 weeks
17.	9781439825259	Medical Devices and Human Engineering (The Biomedical Engineering Handbook, 4 th Ed	Information Laboratory Sdn Bhd	RM399.00	2-3 weeks

Figure 3.13: Price comparison from 3 supplier

- Then, industrial trainee needs to calculate the total amount of the price of book to preparing Exco Meeting Committee (EMC) paper. The industrial trainee filled in the Purchase Request Form to send at finance department for preparing the purchase order.

CYBERJAYA UNIVERSITY COLLEGE
Nurturing the Passion to Learn

PURCHASE/ SERVICE REQUISITION
CUCMS-AF-G-FRM003, Rev 03

Purchase Req No : CUCMS/LIBRARY/(PURCHASE BOOK)/(SEPT) (2019) 09
 Date : 6/9/2019
 Requestor : INTAN NOOR DEANNA BINTI ABDULL RAHMAN
 Faci Centre/ Dept : LIBRARY
 Subject : BOOK PURCHASE FOR BIOMEDICAL ENGINEERING TECHNOL
 Description : BOOK REQUEST FOR MQA REQUIREMENT
 Venue / Timeline : ASAP
 Parties Involved : LIBRARY AND BOOK SUPPLIER
 Type of Expense : BUDGETTED
 Estimated Amount : RM10,593.28

No.	Account	Program	Item Description	Budget		Budget Balance
				To Date	Amount	
1	405000	LIBRARY	3E FOR BIOMEDICAL ENGINEERING	RM10,593.28	RM10,593.28	RM308,438.72
2						
3						
4						
5						
6						
7						
8						
9						
10						

(Please attach a total estimation working if required) TOTAL: RM10,593.28

Prepared by	Verified by	Approved by
Requestor	Dean/HOD/DP	Bursar
Approved by	Endorsed by	Approved by
President	Group Finance	GCED

Figure 3.14: Purchase / service requisition (PRF) document

2. Assisting in preparing Exco Meeting Committee (EMC) paper

Mrs. Hawa supervised the industrial training in preparing the EMC paper for the budget approval from the top management for the book purchased. The industrial trainee needs to fill up the Payment Authorization Request (PAR) form for book purchase.

CYBERJAYA UNIVERSITY COLLEGE Nurturing the Passion for Care		PAYMENT AUTHORISATION REQUEST		
Date Requested	: 10-Sep-19	Date Required	:	
Requested by	: Intan Noor Deanna binti Abdul Rahma	Total Amount (RM)	:	
Requester Ext. No.	: 7282	Currency	:	
Department	: Library	Payment by	:	
Payable to	: IBS BUKU SDN BHD			
Purpose of Payment	: Book Purchase for Biomedical Engineering Technology	For Online transfer only		
		Bank Account No.	:	
		Bank Name	:	
		Company Reg. No.	:	
		Identity Card No.	:	
		Requester Signature	:	
No.	Invoice No.	Description	Fac / Dep.	*Program
1		19 books for Biomedical Engineering Technology	LIB	
Remarks				TOTAL
TOTAL AMOUNT IS INCLUDING SST				
*Mandatory : Kindly state Department / Faculty and Program name				
CHECKED & VERIFIED BY		FOR FINANCE USE ONLY		
Dean/ Ho/D/ DP	Date: 9/8/2019	Please submit request with original su not limited to invoices) and pur:		
AZHAR TAJUL NOOR		Checked by:		
ENDORSED BY		GL Account	Dept / Fac.	
Bursar	Date:			
RECOMMENDED BY				

Figure 3.15: Payment Authorization Request (PAR) form

3.5 CATALOGUING UNIT

The industrial trainee was assigned in Cataloguing unit under supervision Mrs. Noraida Zakaria. It started 18 September until 31 October 2019. Cataloguing is the process of creating and maintaining bibliographic and authority records in library catalog that are owned by library. Cataloguing is the core unit in the library because all the collection needs to be catalogued before shelved and available to the user. Mrs. Noraida briefed about the Standard Operation Procedure of the cataloguing unit and briefed further about responsible cataloguing librarian to catalog book (Original Cataloging and Copy Cataloging) all the new material that been purchased or donation and others. UoC Library & Knowledge Management Centre use Library of Congress Classification (LCC) for general collection and use National Library of Medicine Classification (NLM) to catalogue the materials in the library.

3.5.1 Task Done by the Trainee

1. Understanding National Library of Medicine Classification (NLM)

Industrial trainee needs to understand the NLM classification before catalogued the medical books because it is more specific in the medicine subjects. Mrs. Noraida guided the industrial trainee to catalogued book from the first step until the final step. The industrial trainee also referred the website of worldwide sources of medical library to do the cataloguing process to make sure the call number is right. (<https://www.nlm.nih.gov/class/OutlineofNLMClassificationSchedule.html>)

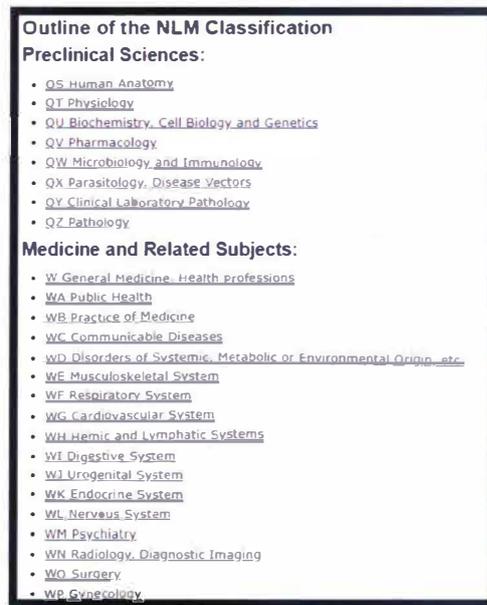


Figure 3.16: NLM classification

2. Catalogue new book

Industrial trainee needs to catalogue minimum at least 10 books per days that had been in the Standard of Policy of Cataloguing Unit. The industrial trainee was assigned to input the bibliographic record according to the NLM Classification. For Copy Cataloging the industrial trainee referred Library of Congress Classification (LCC) and referred to the other university catalogue such as UKM Library, USM Library, and other universities around the world. Uoc Library & Knowledge Management has converted to RDA format in cataloguing the materials.

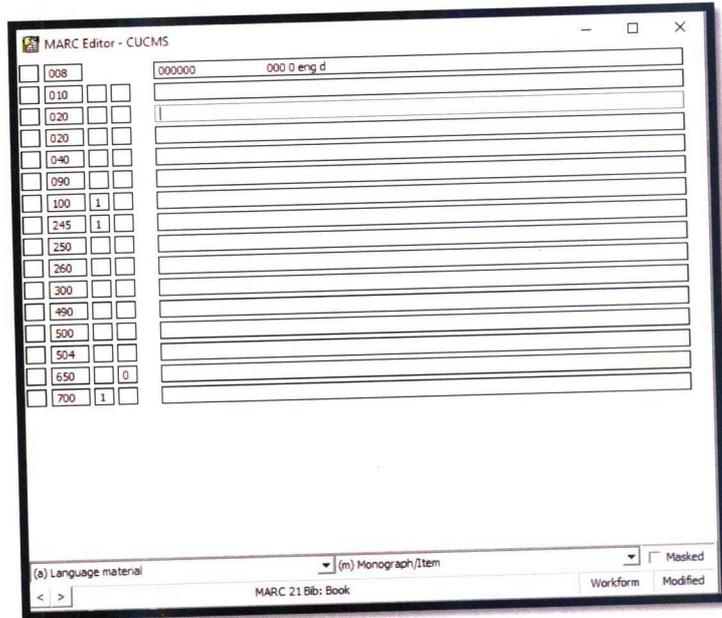


Figure 3.17: Key in the new record

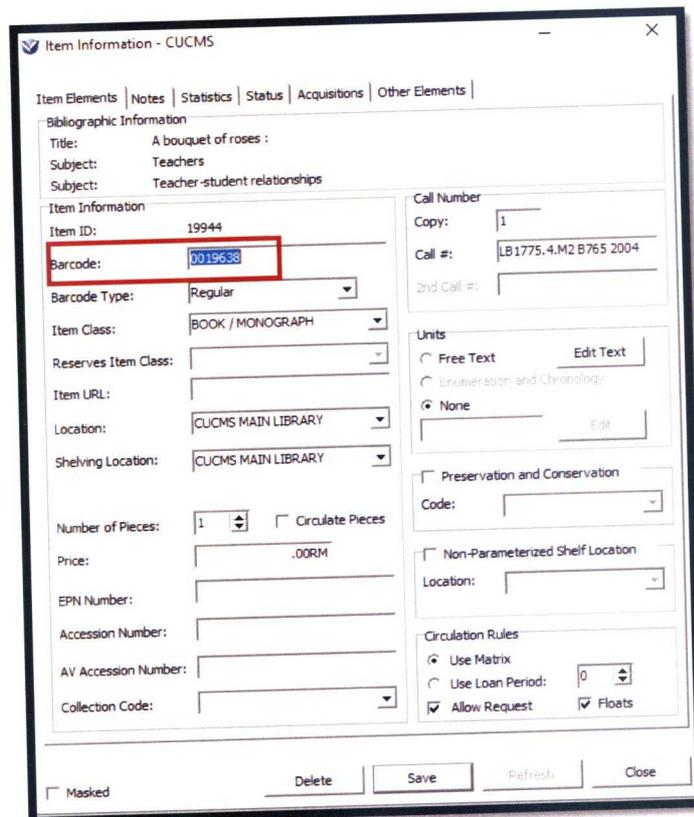


Figure 3.18: Add items

The industrial trainee must check the title of the book in the Virtua to make sure the title of books has copy or not. If no any bibliographic record for the book, then the industrial trainee will create the new record for the books. (Figure 3.14). If the books have the same title, the industrial trainee need to learn on how to add new book from the same title. The industrial trainee needs to search the title after open the bibliographic record of book, click the button add item for insert the barcode for another copy (Figure 3.15). The title of book that have 2 copies.

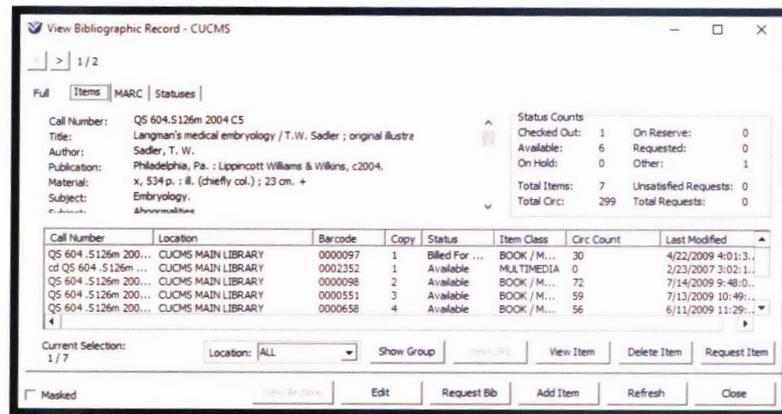


Figure 3.19: Cataloguing record in normal view

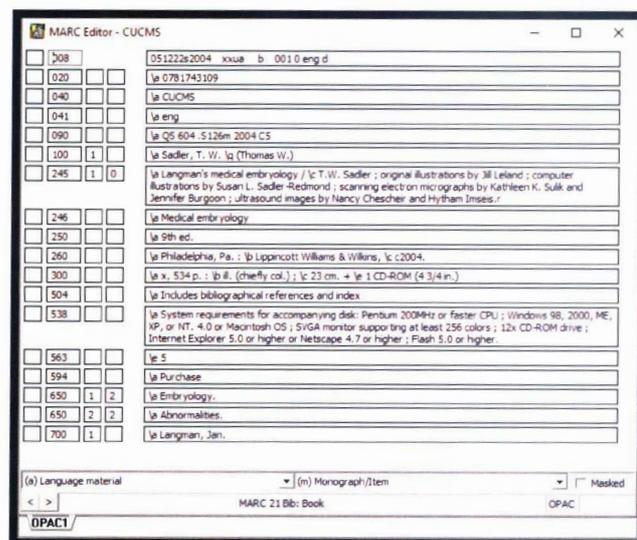
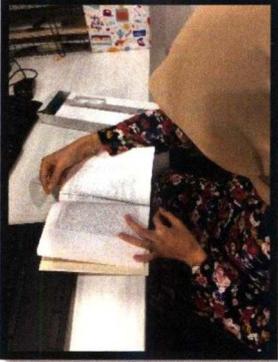
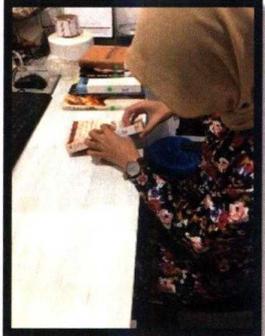


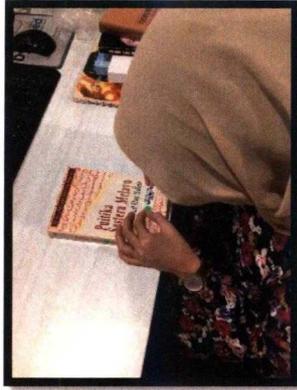
Figure 3.20: cataloguing record in MARC view

3. Accessioning process

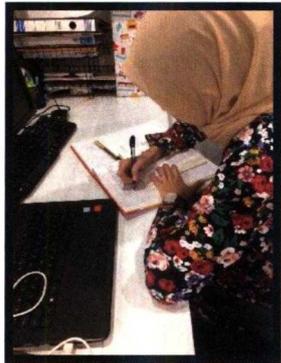
Industrial trainee needs to do the accessioning process after catalogued the book. Accessioning is process before the material are available to the user. These are the following process:

Table 3.2
Accessioning process

Accessioning process	Description
	<p>Prepare the call number</p>
	<p>Insert security strip in the books</p>
	<p>Print and paste call number at book spine</p>



Paste the barcode and cover with a clear protective label



Write down call number, location, barcode number and accession number on the verso page of book



RFID Tag Programming



Shelving and shelf reading

4. Catalogued special collection

Industrial trainee needs to catalogue at least 3 books of special collection per day that been instructed by Mrs. Noraida. A special collection is group of items such as books or documents and stored separately from the regular library collection for special reason. These special collections are often resources in a variety of formats that are distinctive and have intrinsic value to the institution. This special collection is gifts from the Pro- Chancellor become the biggest collection that consists thousands of books. The subject that cover the collection is human resources, leadership, training, management, and others. The other special collection is by top management of University of Cyberjaya that donate their personal book that cover subject about management. The industrial trainee uses Library of Congress Classification (LCC) catalogued the collections.



Figure 3.21: Special collection that need to be catalogued

3.6 REFERENCE UNIT

The industrial trainee was assigned in Reference Unit that supervise under Mrs. Hawa Naimah Kamarudin. It started 1st November until 23 November 2019. The reference is the services that provided to the user in guided and assisted in searching the right information by using printed or online materials. Reference unit is like a map to the library because it is the place where the user comes and asks for help in obtaining the information that they need as well as gaining skills in searching the accurate and reliable information. Mrs. Hawa have briefed about the responsible and job description as a Reference Librarian. Mrs. Hawa also further briefed about policy Reference Unit follow by the guided user to utilize library materials, how to use Open Athens, used Online Public Access Catalogue (OPAC), do the Information Literacy Class and other services that related to references. Moreover Mrs. Hawa briefed about online databases that been subscribe by the library and guided on how to use it. The industrial trainee has learned on how to use several databases that been subscribed.

3.6.1 Task Done by the Trainee

1. Registration of Open Athens, account renewal and password reset

Mrs. Hawa briefed and teach industrial trainee about how to renew user account and reset the password. Open Athens provided user with full access to resources that UoC Library has be subscribed. In addition, the industrial trainee can help user if they have problem with Open Athens in terms of new registration, renewal account and reset their password.

The industrial trainee assigned to register Open Athens for the user to access the resources that UoC library has subscribed. User can register have to register by their self or the library staff register for them. For user that register for the first-time must do in campus.

The screenshot shows a registration form titled "Apply for an OpenAthens account provided by Cyberjaya University College of Medical Science". The form includes fields for "Professional group", "Title", "First name", "Last name", "Email address", "Confirm email address", "Address", "Telephone number", "Faculty/Department name", and "Employee/Student number". A "Next" button is visible at the bottom.

Figure 3.22: Open Athens registration by user

The screenshot shows a registration form titled "Create a new personal account under 'University of Cyberjaya (UoC) (ns018605)'". The form includes a progress bar with steps: "1 Login", "2 Details", "3 Optional details", and "4 Permission sets". The "Details" step is active. Fields include "Choose a username" (with "cucms" and "ansa" in a dropdown), "Login by email address" (checked), "Expires on" (2020-12-23), "Create account and" (with radio buttons for "Email an activation code to the user", "Save in 'Accounts not activated' list", and "Specify a password now" selected), "Password", and "Confirm password". A "Next" button is at the bottom right.

Figure 3.23: Open Athens registration by library staff

For renewal account Open Athens, the industrial trainee helped Mrs. Hawa for renewed user account when it expired. User will get notification by Open Athens to activate their account. If user did not notice, user can email at UoC Library to renewing their account. The period for Open Athens to active is 1 year from the date that have been register.

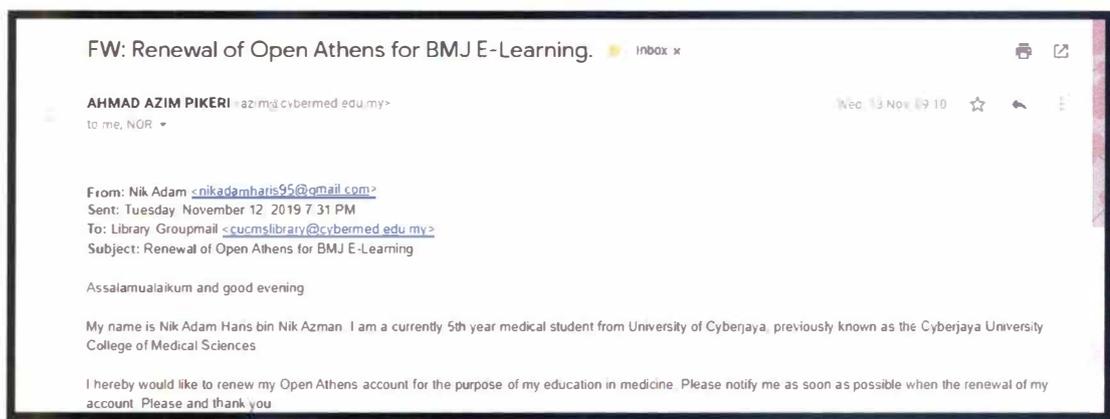


Figure 3.24: Email from user for renewal account

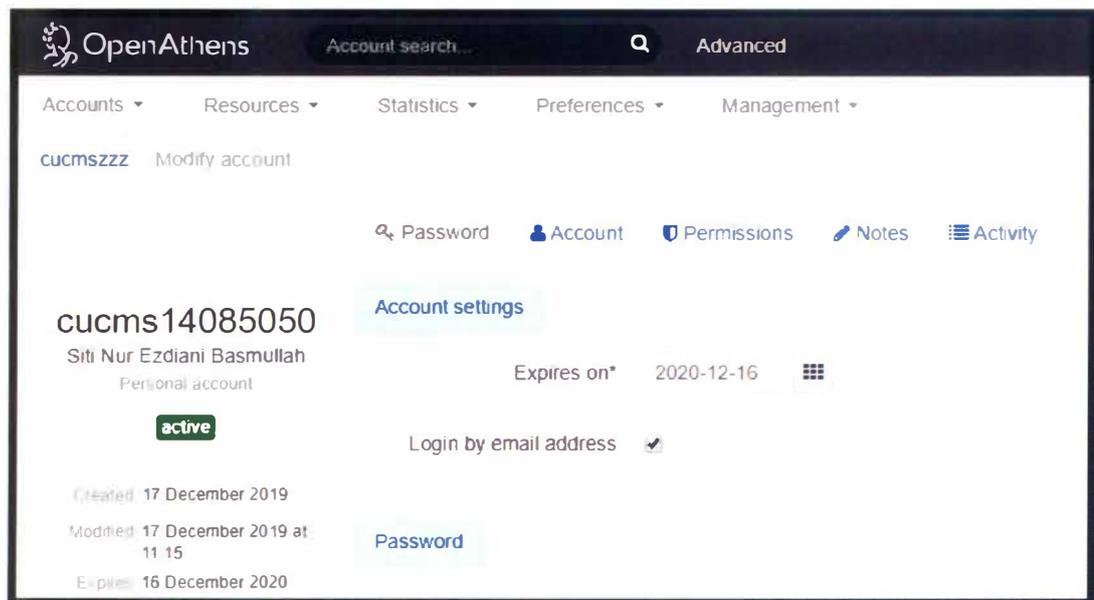


Figure 3.25: Account expired

After the industrial trainee changed the expired date, must inform the user about the new expired date for their account.

If the user not remember their password of Open Athens, they can email or walk in to the library to reset their password. The industrial trainee will reset their password and need to inform the user the new password for them to login their account.

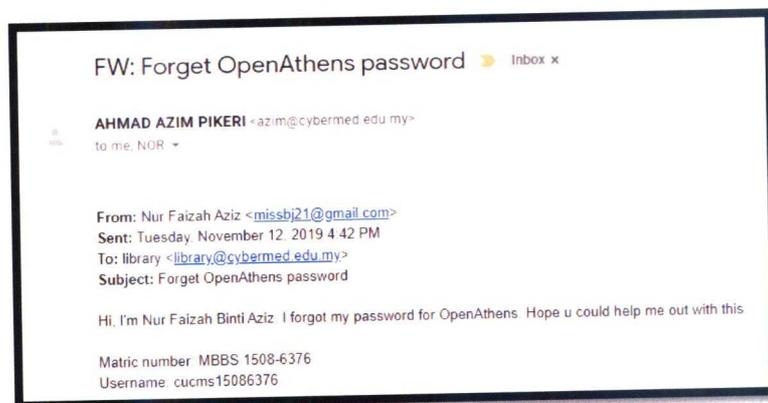


Figure 3.26: E-mail from user for reset password

The image shows a web form for password reset. At the top left, there is a blue tab labeled "Password". Below it, there are two input fields:

- The first field is labeled "Reset password" and has a question mark icon to its right.
- The second field is labeled "Confirm password".

 Both fields are currently empty.

Figure3.27: Password reset

2. Information Literacy class

Industrial trainee assigned to joined and helped during the information literacy class for students, staff and lecturer. In this literacy class, Mrs. Hawa briefed explained about the library collection, online databases that subscribed by Uoc Library, Open Athens and OPAC. This class was held at Computer Lab, University of Cyberjaya. Sometime library will invite the speakers for giving talk that related to the library. For example, library invited speaker from Turnitin to explain more about Turnitin for the lecturer. He gives explanation on how to use, how to make a group of classes and function inside the Turnitin.

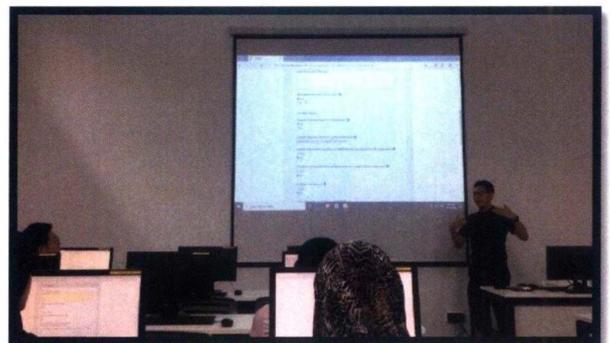


Figure 3.28: Information Skills Class

3. Mendeley Class

The trainee also assigned to join the Mendeley class for user that need guided in using Mendeley. Mendeley is the free academic software that become cross platform and works with Linux, Windows, and Mac. It's is free reference manager and academic social network that allow user to manage, share, reading, annotate and cite their research paper,

collaborate with others online and discover the latest research. It's also a research network to manage paper online, discover research trends and statistics, and to connect to like-minded researchers.



Figure 3.29: Mendeley class

4. Library orientation

Industrial trainee got opportunity to join and help library orientation for UoC new intake students. Library orientation is introducing library to the new user and make them familiar with the environment of the library. The industrial trainee also guided and helped the user to used library services such as OPAC. During this activity, the industrial trainee learnt on how librarian conduct and manage the library orientation for the user.



Figure 3.30: Library orientation

3.7 AUTOMATION UNIT

And for the last unit, industrial trainee was assigned in Automation Unit under supervise Mr. Ahmad Azim Pikeri. It started from 25 November until 30 November 2019. Mr. Azim briefed about the daily operation of the Uoc Library automated system, workstations and other related system. The industrial trainee also learnt the responsible and job description of the automation librarian and the systems that library used. The system use is Virtua LMS.

3.7.1 Task Done by the Trainee

1. Explore Module in Virtua LMS

Mr. Azim briefed about Virtua LMS to the industrial trainee in term of circulation process, cataloguing process, reporting and others. Mr Azim

also explained about the component and function of Virtua LMS such as profiler, Virtua client and infestation for learning process.

2. Check and correct the term or word in the library website

Mr. Azim also assigned industrial trainee to check the library website in-term of terms or word that need to be execute from the library website. The industrial trainee listed all the correction term and words and submitted to Mr. Azim that be submitted to IT department for the changes.

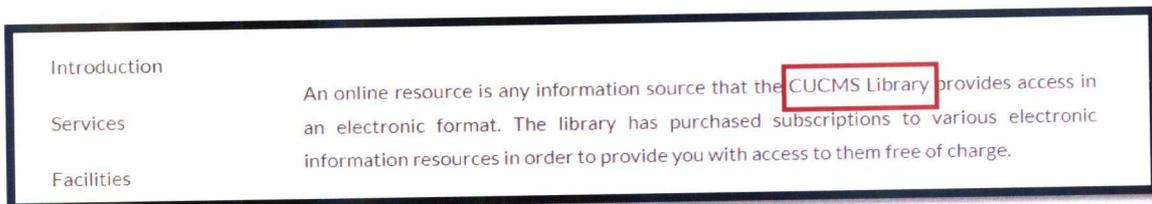


Figure 3.31: Before changed to UoC Library

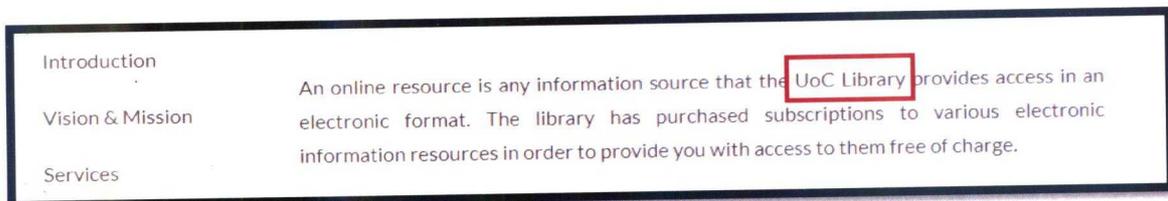


Figure 3.32: After changed to UoC Library

3.8 SPECIAL PROJECT AND REPORT

For this month, the industrial trainee was more on completed the project and report. It started on 1st December until 31 December 2019. Mr. Azhar is responsible in supervise the industrial trainee.

3.8.1 Task Done by the Trainee

1. User Satisfaction Survey on the UoC Library.

Industrial trainee must complete this project within 3 weeks starting 9 December until 24 December 2019. One of the objectives of this survey is to know whether user satisfied with the services, facilities and resources in the library and to improve the qualities and services of the library staff in UoC Library. Industrial trainee needs to collect data to know the result. The industrial trainee does the random sampling to all UoC Committee that visit and used the library services. This questionnaire is divided into 3 section to make more specific for user to answer it. The number of respondents that collected is 73 during the time period.

Objective of the survey is:

- Understanding the expectations and requirements of user.
- Determining how well the library and reach the expectations and requirements.
- Developing service and/or standards based on findings.

1.1 Overall satisfaction

User who had been using the library services in the last 3 were asked how satisfied or dissatisfied they were with the overall service provided by UoC Library. 73 respondents who had been answered the question in the last 3 weeks.

Those respondents who were either dissatisfied or satisfied overall were asked what their reasoning was for this. Responses were as follows:

Table 3.3

Reason for dissatisfaction and satisfaction with overall service, facilities and resources provided by UoC Library in the last 3 weeks

QUESTIONS	FREQUENTLY	PERCENTAGES	SATISFIED / DISSATISFIED
Fast action when borrow & return library collections	67	91.7%	Satisfied
Information Literacy Classes (Mendeley or OpenAthens) are effective	64	87.7%	Satisfied
Used to Inter Library Loan / Document Delivery Service	50	69.4%	Not satisfied
Shelves' signages easy to understand	65	89.4%	Satisfied

Library materials meet user teaching and learning needs	65	89.4%	Satisfied
Environment of library	55	75.3%	Satisfied
Library website friendly-user	65	89.4%	Satisfied
Availability of e-books, e-journals, articles satisfied the user	48	66.7%	Satisfied
Resources from online databases subscribed by the library help user a lot in completing my assignments/research paper	51	70.8%	Satisfied
I usually ask library staff for assistance when using online databases	41	58.6%	Satisfied
Sample size	73		

Among this question, mostly user is satisfied with the service, facilities and resources that provided by UoC Library, the most reason for satisfied (91.7%) was fast action when borrow & return library collections. While for the reason for dissatisfied (69.4%) was used to inter library loan / document delivery service. To enable UoC Library

build and maintain relationship with user, they need to understand and meet expectations user to

Impact to trainee

The industrial trainee learnt and observe the user satisfaction by the services, facilities and resources that library provided to the user. Industrial trainee also aware that certain services were not be used by the user. Within this survey, the library could act to improved and upgraded to maintain their services.

2. UoC 10th Convocation Ceremony and Installation of the New Chancellor.



Figure 3.33: UoC 10th Convocation Ceremony & Installation of the New Chancellor

The industrial trainee has joined Uoc 10th Convocation Ceremony and Installation of the New Chancellor t held in Grand Hall University of Cyberjaya. The industrial trainee was assigned as a Publication and Speeches Committee for the UoC 10th Convocation. In this committee, the industrial trainee needs to draft speeches for accolades. acceptance

speech for the Honorary Doctorate Recipient and speeches for Vice Chancellor.

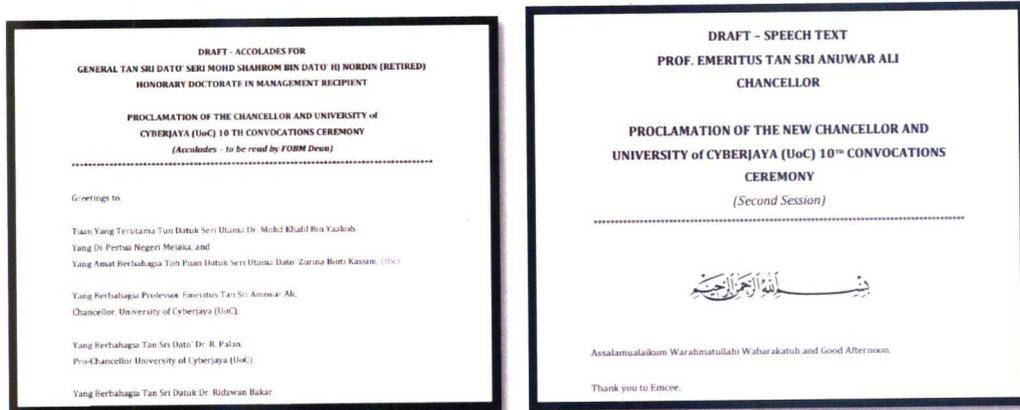


Figure 3.34: The draft of speeches

During the UoC 10th Convocation, the industrial trainee was assigned to arrange the convocation book to all VIP and to guest for honor for 2 session of convocations.



Figure 5.35: Publication and speeches committee

Impact to industrial trainee

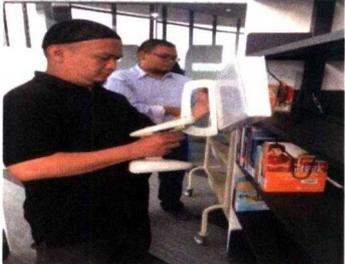
The industrial trainee learnt to do speeches for corporate team and boost the writing skills. The way of how to arrange the term of words that suitable to use in the speeches have improved when drafted the speeches. The industrial trainee also learnt how to deal with the situation during the UoC 10th Convocation that involves all guest from different background. This event also helps industrial trainee to communicate well with other committee and guest to improve the communication skills and corporate skills with people.

3. Stocktaking

The industrial trainee assigned to involve in stocktaking that held annually in UoC Library. The process of stocktaking is takes 2 months to finish it. Uoc Library was assisted by Cd Solution Team in managing this stocktaking activity. Stocktaking is an essential library function that helps to keep track of library collection Stock management is essential for any library development and aims to ensure that the records in the library correspond with the holdings in the library, to alert the library of missing items in the library, and to provide statistics on the usage rates of library books.

Table 3.4

Process during stocktaking

Process during stocktaking	Description
	<p>Count the books on the shelf manually</p>
	<p>Digital Library Assistant (DLA) scanning. DLA is used to read RFID tags placed on books, the handheld software is installed on the computer with the system software, whenever data is exported to the memory card the handheld software is automatically exported to the memory card.</p>
	<p>Excluded the books without RFID Tags</p>

	<p>Barcode scanning for RFID Tag Programmed</p>
	<p>Programmed RFID Tag using Padstaff</p>
	<p>Stick the RFID Tag at the back of the book</p>

Impact to industrial trainee

The industrial trainee learnt all the process stocktaking from beginning till end with the report of stocktaking. The industrial trainee gained knowledge with the latest technology that been used moreover the industrial trainee know the advantages and function of the stocktaking.

CHAPTER 4

INDUSTRIAL

TRAINING

REFLECTION

CHAPTER 4

INDUSTRIAL TRAINING REFLECTION

4.0 INTRODUCTION

In this chapter will review about the industrial training reflection that cover the application of knowledge, skill and experiences in undertaking the task. Besides that, it also included the personal thought and opinion of the industrial training during the industrial training. The lesson learnt also covered with the limitation and recommendation for the organization.

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

4.1.1 Communication skills

In circulation department trainee have learned that customer service is hard. There are many types of user with different background, opinion and though that trainee need to cater during manning the circulation counter. The main languages to communicate is English. The trainee has applied the knowledge and skill during the English and Meetings and Discussions (EWC 663) at the UoC Library. Therefore, it is very important to understand on how to communicate with different user and give the best answer what user want. With the basic knowledge of communication in **Public Relation in Information Work (IML553)**, industrial trainee has learnt on how to talk with manner and showed some respect and always smile to the user. Trainee also have to manage and control their stress while dealing with the user that have their own purposes.

In addition, communication enhances communication skills is one of the good ways that should be develop by each librarian while managing their user. This skill can motivate trainee to increase positive attitudes and can control emotion when dealing with different user.

4.1.2 Computer skills

In this division, the industrial trainee has learnt on how to develop the computer skills by using Photoshop, Canva, Pixlr, Adobe Premier, to create and design several signage, brochure and video for the library. The industrial trainee needs to use the latest application to create all the task that been given, and it creates opportunity to industrial trainee to explore and gain a lot of new skills especially related to the skill create and editing video. In addition, this skill also expose trainee on how to create and design according to the corporate theme. Hence, industrial trainee needs to aware and up to date the latest technology and application that can be develop in the library.

4.1.3 Interpersonal skills

Being in the industry, industrial trainee able to improve the personal development by performing different task that has been given directly. For example, new knowledge that has been learned on how to adapt to the new environment and assign with new task that never been experienced before. Engaging in new environment can help to cooperate and establish a good social relationship between library staff and industrial trainee. Meanwhile, assigning with a new task can teach industrial trainee to increase the knowledge about method in problem solving and decision making that has been implemented in

UoC Library & Knowledge Management Centre. Interpersonal skill has related to subject **Communication in Interaction Consultation (IMS 556)**, because interpersonal development helps a person to respect each other's, helping one another during difficult time and communicate in a good manner with adult. Hence, industrial trainee also has learned on how to develop other interpersonal skill such as patience, responsible, positive attitudes, self-confident and many more.

4.2 Personal Thought and Opinion

4.2.1 Working Experiences

Being in this internship requires industrial trainee to have a high spirit and strength built with the strong mental from inside as engaging in the world of work is not easy than being a student. This is because, in the working area are totally different from study area and it needs someone who can face the challenges in the good ways. It is better to avoid the feel that emphasizing little things, because it will not take anywhere. Instead improve to focus on the existing thing and learn on how to enhance what's being weak. Throughout this training, the industrial trainee felt like family because of the librarian are very friendly and can cooperate better with them. From that, the industrial are happily doing work with pressure. Hence, it is better learned to be confident and not afraid to ask many questions. By asking the questions, the industrial trainee needs to understand the scope of the work that need to do in details. From the answer also can make industrial trainee able to do the task according to what supervisor wants. It is important for any industrial trainee in the future should be prepare with many of knowledge that related with the working experience and

organization because this opportunity will help industrial trainee when dealing with the real working experience.

4.2.2 Leadership

It is important element because it could help some people to do the right things. For example, they set direction, build an inspiring vision, and create something new. Leadership is about mapping out where you need to go to win as a team or in organization and it is dynamic, exciting and inspiring. It has a close relation with leaders. Yet, while leaders set the direction, they must also use the management skills to guide their people and work well as a team to the right destination, in a smooth and efficient ways. Industrial trainee feels by work well as a team could lead a better quality of work. Because many of ideas, new practice that can be receive from library staff, without their help and guide given in this learning process, industrial trainee would not able to complete the task that have been given in a timely manner. When performing task with different people who has more experiences in the field, the industrial trainee learned the various method and techniques shared through the people who taught industrial trainee. The industrial trainee also learns to accept the opinions of others without depend on industrial trainee ways only. Although it took time to feel comfortable allowing others to share the task but eventually the industrial trainee knew it was okay and it's called a process of learning.

4.2.3 Accept Challenges

Industrial trainee realized this meaningful experience and gather a lot of knowledge in the classroom, but personal approaches are invaluable. This internship has given many improvements in industrial trainee formal education especially when learn to accept the challenges. The best way to learn is to do it and accept any kind of challenges as new knowledge. Industrial trainee feels very grateful for this challenge and think that being in this industrial training is very valuable to a student, it is a little sense in the real world, it helps to strengthen the knowledge of responsible for people's money, work timely, completed all the tasks that had set up, industrial trainee also learned to focus on certain goal. Getting experience and moving into the world of work is very meaningful memory that industrial trainee will never be forgot. Bring in this learning journey needs to be guided, focused and require someone who will never give up.

4.3 Lesson learnt

4.3.1 Responsible

Being involved in the library gives the opportunity to develop the responsible value especially when organize the information management in UoC Library and Knowledge Management Centre. When industrial trainee act responsibly or do the things, it will lead to responsible for any task and to have a positive consequence. A consequence is what happens as a result of action. When making any task given with responsible, it will spread a positive outcome and get the positive consequence for a task that done.

However, if making with irresponsible, it will lead to feel the pain of negative consequences for a task done poorly or not at all. Being responsible leads to more trust and freedom because people know that they can count on industrial trainee to do the things that are expected to do. Being responsible also can be a big part of keeping safe. Industrial trainee believes if someone responsible in any task that has been given it will help in enhance the quality of task due put the best action on it.

4.3.2 Effective communication

Additionally, when industrial training involved in library management, it is important to have effective communication. It should be done from the bottom level of the library. For example, in circulation unit when dealing with people and should know how to treat all people in the best possible way. This is because every people have different purpose and they deserve to have the best service when they are in the library. Effective communication should be implemented at all highest level in the management of the library which is among librarian staff and the top management. Effective communication can help librarian understand the objectives of the library that want to achieve in the future. It is important to encourage all staff to have effective communication among them. It will reduce unnecessary competition within division, and it helps the staff to work together harmoniously. The result of a team that works together is high productivity, integrity and responsibility. The staff know their roles on the team and know how they are valued.

4.3.3 Teamwork

The ability to work as part of a team is one of the most important skills in today's job market. Employers are looking for workers that can contribute their ideas, but also want people who can work with others to create and develop plan and projects. Hence, working together as teamwork in one organization can lead to a positive impact on the library. Team work is an essential part of workplace success because every team member has a specific role to play in accomplishing task on the job. A good teamwork able to increase the quality performance of the library because they know what are the strength that they need to enhance and the weakness they need to improve. All staff also need to show their respect toward each other's, and tolerance is highly encouraged among librarian and top management as they need to have a close relationship with each other to achieve the goals of the library. The effective teamwork and collaboration between industrial trainee and the librarian staff not only helping by effectively completing the task, but also open the trainee mind to have an ideas or solution in problem solving.

4.4 Limitation and suggestion

4.4.1 Low self-esteem

Before entering the industrial training, the industrial trainee self-esteem at low level. The lack of confidence and being awkward with the new people is the biggest challenged for industrial trainee. Moreover, the industrial trainee needs to communicate with the user in English because user in University of Cyberjaya came from different background and have the foreigner students and

staff. It quite challenging for the industrial trainee at first but the industrial trainee manages to cope within the 5 months of industrial training. With the manning the circulation counter activities and being in reference unit make industrial trainee boost the self-confidence through communication with the user and it improve the communication skills and have respect with everyone. Besides that, through the event and programmes that the industrial joined and participated make the industrial trainee suitable with the environment of works. The industrial trainee also gains knowledge and experiences with other staff from different department and know how to cope with the situation.

4.4.2 Time management

Time management is important when in the working environment. The industrial trainee learnt on how to manage time with all the task that been given by planned which task is priority that need to do first to be submitted. Prioritization help the industrial trainee focus on important tasks by keeping them in the highest priority that enables to work on them with full attention and focus. It also helps the industrial trainee to manage workload in the most effective ways. With the proper utilization of time and prioritization of activities, the industrial trainee can easily provide a better quality of works. Besides that, time management also helps the industrial trainee be more productive and efficient as a working professional. These skills are helpful in helping finished the task as early as possible without compromising on the quality of work.

4.4.3 Duration of the industrial training

The Industrial Training provides pre-professional work experiences with specific assignment and responsibilities. Industrial training offers students with important practical knowledge and skills and encourage industrial trainee in becoming the successful and best professional workers. For 5 months, the industrial trainee learnt on how to manage the library and learnt all the unit in the library. But not all things can't cover during this duration. The industrial trainee feels that the attachment of 5 months doesn't give a chance to learn more. The industrial trainee needs to do more practically and explore more on the library and management in the library. With a longer duration of the industrial training, it able to the industrial trainee to gain knowledge and experiences with the library staff to train themselves to become a professional worker.

CONCLUSION

Being in UoC Library & Knowledge Management Centre really help the industrial trainee to understand the overall that acquire in the class as well in this industrial training. As the result of this industrial training, the industrial trainee able to explain all the important activities that related with the library management in all unit in the library such as dealing with the user in the circulation, process of ordering and purchasing the book and online databases, cataloguing process and many more. All this activity made the industrial trainee learnt and gain more knowledge by understanding all the process and management in the library.

For the past months in this organization, lot of experience, skills that been learnt and acquired through which worthwhile. Despite going through with a several of challenges during the duration of industrial training, it was a valuable experience to become a better employer of the organization for the future. In addition, industrial trainee aware of the importance to have a good management aspect in the organization.

Industrial training program should be continuing to provide learning and practically trained for the last semester students to complete their studies and prepared before entering the working life. It is a platform where the industrial trainee can learn and take opportunity by dealing and assigning the new task and activities that have been given by the supervisor in the industrial training. It able to increase a lot of new knowledge and develop many skills which can help to face the real working life.

Industrial trainee grateful and honors to be a part of the UoC Library & Knowledge Management for 5 months. There a lot to be learnt and get valuable experiences that could not be obtained in elsewhere. This industrial training has given many benefits as future professional as well as individual in which to be more disciplined and more focused on the goals to achieve in the life either professionally or personally.

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accountid=42518](http://search.proquest.com.ezaccess.library.uitm.edu.my/docview/1512229804?accountid=42518)

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http://cybermed.edu.my/about_us/

University of Cyberjaya. (2019). Vision and Mission. Retrieved from 2 December 2019,
from <http://cybermed.edu.my/visionmission/>

University of Cyberjaya. (2019). University Library. Retrieved from 2 December 2019,
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APPENDICES

Appendix 1:

Industrial trainee attendance

REKOD KEDATANGAN LATIHAN INDUSTRI

Nama Pelatih : INTAN NOOR DEANNA BINTI ABDULL RAHMAN No. Matrik : 2016652658
 No. I/C : 960413-14-5880 No. Telefon : 011-17525725
 Nama / Alamat Organisasi : CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCE (CUCMS)
CYBERJAYA
 Nama Penyelia : EN. AZHAR BIN TAJUL NOOR
 Bulan / Tahun : OKTOBER 2019

Tarikh	Waktu Masuk	Waktu Keluar	Tandatangan Penyelia	
1/10/19	8:30 a.m	6:00 p.m	Auf	
2/10/19	8:28 a.m	6:00 p.m		
3/10/19	8:32 a.m	6:10 p.m		
4/10/19	8:25 a.m	6:00 p.m		
5/10/19	9:40 a.m	2:00 p.m		
7/10/19	8:27 a.m	6:00 p.m		
8/10/19	8:27 a.m	6:00 p.m		
9/10/19	8:27 a.m	7:00 p.m		
10/10/19	8:29 a.m	6:00 p.m		
11/10/19	8:25 a.m	6:00 p.m		
14/10/19	8:35 a.m	6:00 p.m		
15/10/19	8:25 a.m	6:00 p.m		
16/10/19	8:25 a.m	6:00 p.m		
17/10/19	8:30 a.m	6:00 p.m		
18/10/19	8:30 a.m	6:00 p.m		
21/10/19	8:25 a.m	6:00 p.m		Auf
22/10/19	8:30 a.m	6:00 p.m		
23/10/19	8:27 a.m	6:00 p.m		
24/10/19	8:28 a.m	6:00 p.m		
25/10/19	8:30 a.m	6:00 p.m		
29/10/19	8:30 a.m	6:00 p.m		
30/10/19	8:38 a.m	6:00 p.m		
31/10/19	8:38 a.m	6:00 p.m		

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar : Auf Tarikh : 31/10/19

Tandatangan Penyelia : Auf Tarikh : 31/10/19

Appendix 2:

Duty schedule of circulation counter

September 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 AWAL MUHARAM	2 CLOSED	3 Open: AZIM Closed: AIDA Subs: HAWA	4 Open: AZIM Closed: HAWA Subs: INTAN	5 Open: TINI Closed: AIDA Subs: INTAN	6 Open: INTAN Closed: HAWA Lunch: AIDA	7 HAWA
8	9 BIRTHDAY YDP AGONG	10 Open: AZIM Closed: TINI Subs: AIDA	11 Open: AIDA Closed: HAWA Subs: AZIM	12 Open: AZIM Closed: INTAN Subs: TINI	13 Open: HAWA Closed: AZIM Lunch: TINI	14 AIDA
15	16 MALAYSIA DAY	17 Open: AZIM Closed: AIDA Subs: HAWA	18 Open: INTAN Closed: TINI Subs: HAWA	19 Open: TINI Closed: INTAN Subs: AIDA	20 Open: AIDA Closed: HAWA Lunch: INTAN	21 INTAN/TINI
22	23 Open: HAWA Closed: AZIM Subs: INTAN	24 Open: HAWA Closed: AZIM Subs: TINI	25 Open: INTAN Closed: AZIM Subs: HAWA	26 Open: TINI Closed: AIDA Subs: AZIM	27 Open: AZIM Closed: AIDA Lunch: HAWA	28 AZIM
29	30 Open: AIDA Closed: HAWA Subs: AZIM					

Duty Hours

 Open: 9.00 am - 6.00 pm
 Closed: 10.00 am - 7.00 pm

 Lunch (Friday): 12.30 pm - 2.30 pm
 Saturday: 10.00 am - 2.00 pm

Appendix 3:

National Library of Medicine

NLM Classification

WORLDWIDE SOURCE OF MEDICAL LIBRARY CLASSIFICATION



Q5 Human Anatomy

- Q5 1-100 Anatomy
- Q5 100-101 Histology
- Q5 100-102 Embryology

QT Physiology

- QT 1-101 Subarea Works, General Works
- QT 101-107 System, Multisystems, Engineering
- QT 107-111 Human Physiology
- QT 111-200 Physiology, Systems
- QT 200-201 Autonomic Nervous System, Multiple Systems

QU Biochemistry, Cell Biology and Genetics

- QU 1-100 Subarea Works, General Works
- QU 100-101 Proteins, Amino Acids, Peptides
- QU 101-102 Carbohydrates, Lipids
- QU 102-103 Biochemistry of the Human Body
- QU 103-104 Enzymes
- QU 104-105 Nutrition, Dietetics
- QU 105-106 Cell Biology and Genetics

QV Pharmacology

- QV 1-101 Subarea Works, General Works
- QV 101-102 Therapeutics, Agents, Contraindications, Agents
- QV 102-111 Central Nervous System, Agents, Local Anesthetics
- QV 111-112 Anesthetics, Agents, Reversible
- QV 112-113 Cardiovascular Agents, Anti-Hypertensive Agents, Miscellaneous Agents
- QV 113-114 Respiratory, Central Agents
- QV 114-115 Local Anesthetics, Agents, Catecholamines, Agents, Complex Mixtures
- QV 115-116 Anti-Infective Agents, Anti-Infective Agents, Antiparasitic Agents
- QV 116-117 Vitamins, Therapeutics
- QV 117-118 Drugs, Health
- QV 118-119 Public Health, Oxygen, Anticoagulants
- QV 119-120 Anti-Tumor Agents, Therapeutics
- QV 120-121 Immunology
- QV 121-122 Pharmacy and Therapeutics

QW Microbiology, Immunology

- QW 1-100 Microbiology
- QW 100-101 Immunology

QX Parasitology

- QX 1-100 Subarea Works, General Works
- QX 100-101 Invertebrate Parasitology
- QX 101-102 Helminths, Ascomycota
- QX 102-103 Arthropods
- QX 103-104 Parasitic Protozoa

QY Clinical Pathology

- QY 1-100 Subarea Works, General Works
- QY 100-101 Laboratory Methods, Laboratory Techniques
- QY 101-102 Diagnostic Tests
- QY 102-103 Blood, Blood Chemistry

QZ Pathology

- QZ 1-100 Subarea Works, General Works
- QZ 100-101 Pathological Biology
- QZ 101-102 Microbiology of Disease
- QZ 102-103 Neoplasms, Types

W General Medicine, Health Professions

- W 1-100 Subarea Works, General Works
- W 100-101 Law, Ethics, Professional Conduct, Subjects
- W 101-102 Medical Economics
- W 102-103 Biomedical Technology
- W 103-104 Health Services, Delivery and Policy
- W 104-105 Autonomy
- W 105-106 Professional Practice
- W 106-107 Medical, General, and Therapeutic of Various Fields
- W 107-108 Social Medicine through Statistics
- W 108-109 Research, Various

WA Public Health

- WA 1-100 Subarea Works, General Works
- WA 100-101 Preventive Medicine
- WA 101-102 Accident and Injury, Prevention, Diseases
- WA 102-103 Health Problems of Special Populations, Groups
- WA 103-104 Occupational Medicine, Health, and Safety
- WA 104-105 Public Administration and Organization
- WA 105-106 Sanitation, Environmental Control, Statistics, Surveys

WB Practice of Medicine

- WB 1-101 Subarea Works, General Works
- WB 101-102 General Health Care, Practice, General Medicine for the Layperson
- WB 102-103 Diagnosis
- WB 103-104 Therapeutics

WC Communicable Diseases

- WC 1-100 Subarea Works, General Works
- WC 100-101 Sexually Transmitted Diseases
- WC 101-102 Infections, General Infections
- WC 102-103 Myxomas
- WC 103-104 Virus Diseases
- WC 104-105 Bacteriophage Infections
- WC 105-106 Tropical and Zoonotic Diseases

WD Disorders of Systemic, Metabolic or Environmental Origin, etc.

- WD 100-101 Systemic Diseases
- WD 101-102 Hematology, Hematology
- WD 102-103 Immunology, and Collagen Diseases
- WD 103-104 Pyrokininology
- WD 104-105 Alcohol, Toxins
- WD 105-106 Plant Toxins
- WD 106-107 Diseases and Injuries of Environmental Origin
- WD 107-108 Aviation Medicine
- WD 108-109 Sports Medicine
- WD 109-110 Sexual Medicine

WE Musculoskeletal System

- WE 1-100 Subarea Works, General Works
- WE 100-101 Orthopedics, Sports Medicine
- WE 101-102 Orthopedics, Bone Transplantation, Bone
- WE 102-103 Joint Tissues
- WE 103-104 Muscles and Tendons
- WE 104-105 Musculoskeletal Trauma
- WE 105-106 Feet
- WE 106-107 Extremities
- WE 107-108 Podiatry

WF Respiratory System

- WF 1-100 Subarea Works, General Works
- WF 100-101 Diseases of the Respiratory System
- WF 101-102 Thorax, Thoracic Surgery

WG Cardiovascular System

- WG 1-101 Subarea Works, General Works
- WG 101-102 Cardiovascular Diseases, Diagnosis and Therapeutics
- WG 102-103 Heart, Heart Diseases
- WG 103-104 Blood Vessels, Vascular Diseases

WH Hematologic and Lymphatic Systems

- WH 1-100 Subarea Works, General Works
- WH 100-101 Hematology, Diseases, Immunology, Hematologic, Blood Tests
- WH 101-102 Lymphatic System

WI Digestive System

- WI 1-100 Subarea Works, General Works
- WI 100-101 Gastrointestinal System, Therapeutics
- WI 101-102 Stomach
- WI 102-103 Intestines
- WI 103-104 Liver, Gallbladder
- WI 104-105 Liver, Biliary Tract
- WI 105-106 Pancreas
- WI 106-107 Nutrition, Metabolism, Surgery

WJ Urogenital System

- WJ 1-100 Subarea Works, General Works
- WJ 100-101 Urology
- WJ 101-102 Urogenital System, Urology
- WJ 102-103 Male Genitalia

WK Endocrine System

- WK 1-100 Subarea Works, General Works
- WK 100-101 Hormones, Hormonal Therapy
- WK 101-102 Thyroid Gland, Parathyroid Glands
- WK 102-103 Pituitary Gland, Pituitary Gland
- WK 103-104 Adrenal Glands
- WK 104-105 Male of Longevity
- WK 105-106 Gonads

WL Nervous System

- WL 1-100 Subarea Works, General Works
- WL 100-101 Neurology
- WL 101-102 Psychopathology, Neurochemicals, Psychiatry
- WL 102-103 Chronic, Degenerative, Diagnostic, Disorders
- WL 103-104 Central Nervous System, Disorders, Therapeutics
- WL 104-105 Neurological Nervous System
- WL 105-106 Spinal Cord

WM Psychiatry

- WM 1-101 Subarea Works, General Works
- WM 101-102 Mental Disorders, Diagnosis, Behavioral Symptoms
- WM 102-103 Neurotic Disorders
- WM 103-104 Psychotic Disorders
- WM 104-105 Subacute, Subacute Disorders
- WM 105-106 Intellectual Disability
- WM 106-107 Trauma
- WM 107-108 Other Disorders

WN Radiology, Diagnostic Imaging

- WN 1-100 Subarea Works, Diagnostic Imaging
- WN 100-101 Radiology
- WN 101-102 Diagnostic Imaging, Radiography
- WN 102-103 Radiology, Radiology
- WN 103-104 Radiology
- WN 104-105 Radiology
- WN 105-106 Radiology

WO Surgery

- WO 1-100 Subarea Works, General Works
- WO 100-101 Anesthetics, Diseases, Diagnosis, Therapeutics
- WO 101-102 Surgical Equipment, Anesthetic Oxygen
- WO 102-103 Principles of Care, Procedures
- WO 103-104 Anesthetics
- WO 104-105 Operative Surgical Procedures, Techniques
- WO 105-106 Plastic Surgery, Reconstructive Surgical Techniques
- WO 106-107 Transplantation
- WO 107-108 Transplant Surgery
- WO 108-109 Transplant Surgery
- WO 109-110 Transplant Surgery

WP Gynecology

- WP 1-100 Subarea Works, General Works
- WP 100-101 Gynecology
- WP 101-102 Fertility, Infertility
- WP 102-103 Menstruation, Menstrual System, Menstruation
- WP 103-104 Sterility
- WP 104-105 Sterility

WQ Obstetrics

- WQ 1-100 Subarea Works, General Works
- WQ 100-101 Childbirth, Prenatal Care
- WQ 101-102 Reproductive System, Reproductive System
- WQ 102-103 Pregnancy, Contraception
- WQ 103-104 Labor
- WQ 104-105 Childbirth, Prenatal Care
- WQ 105-106 Postpartum Period

WR Dermatology

- WR 1-100 Subarea Works, General Works
- WR 100-101 Skin Diseases
- WR 101-102 Parasitic Skin Diseases
- WR 102-103 Skin Appendages
- WR 103-104 Neoplasms, Skin, Occupational Dermatitis, Therapy

WS Pediatrics

- WS 1-100 Subarea Works, General Works
- WS 100-101 Growth and Development
- WS 101-102 Intellectual Disability, Learning Disabilities
- WS 102-103 Child Care, Nutrition, Physical Examination
- WS 103-104 Diseases of Children and Adolescents
- WS 104-105 Child Psychology, Child Psychiatry
- WS 105-106 Pediatric Specialties
- WS 106-107 By Age Group
- WS 107-108 Adolescent Psychology, Adolescent Psychiatry

WT Geriatrics, Chronic Diseases

- WT 1-100 Subarea Works, General Works
- WT 100-101 Geriatrics
- WT 101-102 Chronic Diseases

WU Dentistry, Oral Surgery

- WU 1-100 Subarea Works, General Works
- WU 100-101 Oral, Professional Treatment and Therapeutic Methods
- WU 101-102 Dentistry, Prosthetic, Prosthodontics, Radiology, Therapeutics
- WU 102-103 Dental Chemistry and Materials
- WU 103-104 Dental Anatomy, Diseases
- WU 104-105 Operative Dentistry
- WU 105-106 Orthodontics
- WU 106-107 Special Patient Groups
- WU 107-108 Orthodontics
- WU 108-109 Oral Surgery

WV Otolaryngology

- WV 1-101 Subarea Works, General Works
- WV 101-102 Otolaryngology
- WV 102-103 Otolaryngology
- WV 103-104 Otolaryngology
- WV 104-105 Otolaryngology
- WV 105-106 Otolaryngology

WW Ophthalmology

- WW 1-100 Subarea Works, General Works
- WW 100-101 Eye
- WW 101-102 Refraction, Errors of Refraction
- WW 102-103 Refraction, Errors of Refraction
- WW 103-104 Refraction, Errors of Refraction
- WW 104-105 Refraction, Errors of Refraction
- WW 105-106 Refraction, Errors of Refraction
- WW 106-107 Refraction, Errors of Refraction
- WW 107-108 Refraction, Errors of Refraction
- WW 108-109 Refraction, Errors of Refraction
- WW 109-110 Refraction, Errors of Refraction

WX Hospitals and Other Health Facilities

- WX 1-100 Subarea Works, General Works
- WX 100-101 Facility Design and Construction, Equipment
- WX 101-102 Hospital Administration and Health Facility Administration
- WX 102-103 Clinical Departments and Units

WY Nursing

- WY 1-100 Subarea Works
- WY 100-101 Nursing, Medical, Philosophy, Psychological Aspects
- WY 101-102 National Nursing Care, International and Adult
- WY 102-103 Nursing Specialties
- WY 103-104 Nursing in Special Fields of Medicine
- WY 104-105 Other Services

WZ History of Medicine, Medical Miscellany

- WZ 1-100 Subarea Works, General Works
- WZ 100-101 History by Period, Locality, etc.
- WZ 101-102 Biographies
- WZ 102-103 Monographs
- WZ 103-104 Modern Operations and Commentaries of Early Works
- WZ 104-105 Miscellaneous History in Medicine

19th Century Schedule



DEPARTMENT OF HEALTH AND HUMAN SERVICES

110 National Library of Medicine
510 East Dupont Circle, NE
Washington, DC 20042
www.nlm.nih.gov

2012

<http://www.nlm.nih.gov/class>

Appendix 4:

Circulation form

LIBRARY CIRCULATION UNIT

Thesis Room Booking Form

NAME : _____ DATE : _____
MATRIC NO/STAFF ID : _____ TIME IN : _____
MOBILE NO : _____ TIME OUT : _____
EMAIL : _____ FACULTY : _____

User are NOT allowed to take out and borrow any item in the thesis room.
Please leave you matric card attached to this form.
Please read the Thesis Room Policy.

: **THESIS ROOM 1 (PHARMACY, MEDICAL EDUCATION)**

: **THESIS ROOM 2 (ALLIED HEALTH SCIENCES, OSH)**

.....
(REQUESTER SIGNATURE)

FOR OFFICE USE ONLY

Tick (/) in the appropriate box

Information details

Key room given to requester

Date : _____

Matric card attached with this form

Signature : _____

Key return back to the counter

Received by : _____



www.cybermed.edu.my/library



cucmslibrary@cybermed.edu.my



bestari.cybermed.edu.my



CUCMS Library



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University of Cyberjaya
Persiaran Bestari, Cyber 11,
63000, Cyberjaya, Selangor.



LIBRARY CIRCULATION UNIT

Library Membership Form

NAME : _____

IC NO : _____ PASSPORT NO : _____

STUDENT/STAFF ID : _____ MOBILE NO : _____

COURSE / FACULTY : _____

ADDRESS : _____

EMAIL : _____

I hereby, will follow strictly the CUCMS Library & Knowledge Management Centre rules and regulations. If an item is damaged or lost, I agree to pay the fines, processing fees and cost of the item(s)

DATE : _____ SIGNATURE : _____

FOR OFFICE USE ONLY

Tick (/) in the appropriate box

- Student
- Academic Staff
- Management Staff

Checklist

Update record into system

Date : _____

Record by : _____



www.cybermed.edu.my/library



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LIBRARY CIRCULATION UNIT

Room Reservation Request Form

REQUESTER DETAIL

NAME	:	_____	DATE	:	_____
STUDENT ID/STAFF ID	:	_____	TIME IN	:	_____
MOBILE NO	:	_____	TIME OUT	:	_____
NUMBER OF PERSON	:	_____	FACULTY	:	_____

These rooms may not be reserved for regularly scheduled classes or ongoing meetings
Rooms priority are for discussion with lecturer or staff.
Please leave three (3) matric card attached to this form.
Food, drinks (except covered bottle) and bags are NOT allowed in these rooms.
Minimum number of person per group is three (3)

ROOM BOOKING

- ROOM 1
 ROOM 2
 ROOM 3
 ROOM 4
 ROOM 5

PURPOSE OF USAGE

- Meeting
 Discussion
 Class
 Others _____

.....
(SIGNATURE)

FOR OFFICE USE ONLY

Tick (/) in the appropriate box

- Key room given to the requester
 Matric card attached with this form
 Key return back to the counter

Information details

Date : _____
Signature : _____
Received by : _____



Appendix 5:

Reference form

LIBRARY ACQUISITIONS UNIT

Library Material Request Form

NAME : _____ H/P NO : _____
 STAFF ID : _____ DATE : _____
 EMAIL : _____ FACULTY : _____

BOOK DETAIL(S)

AUTHOR	TITLE	PUBLISHER	REMARKS

.....
 (SIGNATURE)

FOR OFFICE USE ONLY

Tick (/) in the appropriate box

- Textbook
 Reference
 Others _____

Information details

Signature : _____
 Received by : _____
 Date : _____
 Notes : _____
 : _____



Cyberjaya University College
of Medical Sciences
Persiaran Bestari, Cyber 11,
63000, Cyberjaya, Selangor.

**Library & Knowledge
Management Centre**



LIBRARY REFERENCE UNIT

Document Delivery Service (DDS) Request Form

DETAILS OF REQUESTER AND REQUEST ITEM

NAME : _____
 MATRIC NO/STAFF ID : _____ MOBILE NO : _____
 EMAIL : _____ FACULTY/DEPT. : _____

Article printed by CUCMS Library will be charged RM 0.30 per page.
 Charges for articles which are NOT SUBSCRIBED by CUCMS Library will be borne by requester.
 Charges will depend on the policies of external provider (other libraries, organisation, etc.)

DETAIL(S)

TITLE : _____

 AUTHOR : _____
 JOURNAL : _____
 VOL. / NO. / ISSUE : _____ PAGE NO. : _____
 SOURCE / URL : _____
 DOI : _____

.....
DATE

.....
SIGNATURE

FOR OFFICE USE ONLY

Request Status:

Fulfilled

Unfulfilled

Others _____

Information details

Date : _____

Signature : _____

Received by : _____



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