



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN AL-BUKHARI
UITM CAWANGAN PAHANG, KAMPUS JENGA

Prepared By
NORAISHAH BINTI YAHYA
2015105769

BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY
MANAGEMENT

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DECLARATION

I hereby declare that 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 acknowledgment 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,

Noraishah Binti Yahya

2015105769

Date of submission: 12 July 2019

ABSTRACT

After completed my study 6 semester at campus, I choose Perpustakaan Al-Bukhari, UiTM Pahang Jengka Campus as a place of my industrial training. On 1st February 2019, I started my industrial training for 5 months and it is end on 28 June 2019. The reason why I choose this library because I am already familiar with this library. Through the training, I have gained a lot of knowledge from different department. Moreover, I can applied what I have learn from my studies into work. Lastly, after facing many challenges on my internship, what I can say is not easy to handle an organisation, but if we work hard, never give up and learn from mistake, all those work will run smoothly.

ACKNOWLEDGEMENT

Grateful to Allah, the Almighty for making all good things possible.

First of all, I would like to express my gratitude to Pn. Rosnita Binti Ja'afar as deputy chief librarian for accepting me to undergo my industrial training for five months. Next, million thanks to Pn. Norfitriah Binti Mat Seman as an industrial training supervisor and to Pn. Nurfarawahidah Binti Badruesham for the time, idea, knowledge and guidance for their support and encouragement during the industrial training.

In addition, thanks to staff of the library unit who are explaining the assignments in each unit and helping the program with enthusiasm and patience. Not to forget for those that support me direct and indirectly, I am really thankful for the help.

Lastly, I would like to extend my sincere and heartiest thanks to my beloved parents and my friend, who had never failed to give us their encouragement and moral support, thus enabling me to complete this industrial training with pride and satisfaction.

Thank you.

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CHAPTER 1

INTRODUCTION

1.0 Organizational Background: Universiti Teknologi Mara (Uitm) Branch Of Campus Jengka, Pahang.



Figure 1.0

Universiti Teknologi Mara (UiTM) Branch of Campus Jengka, Pahang.

Universiti Teknologi Mara Pahang Jengka Campus was awarded the campus of natural treasure camps commenced operations in May 1993. At the beginning of 225 students, 15 administrative staff and 6 lecturers were placed at Jengka UiTM Pahang Campus.

The history of the establishment of this institute began since 1976 which has been approved by the state government by distributing an area of 1000 acres of land in Bandar Jengka.

Datuk Mohamad Najib Tun Abdul Razak who was then Pahang Menteri Besar agreed that with this approval as a form of state government efforts to develop more higher learning institution centres in Pahang.

1.1. Location of UiTM Pahang, Jengka Campus

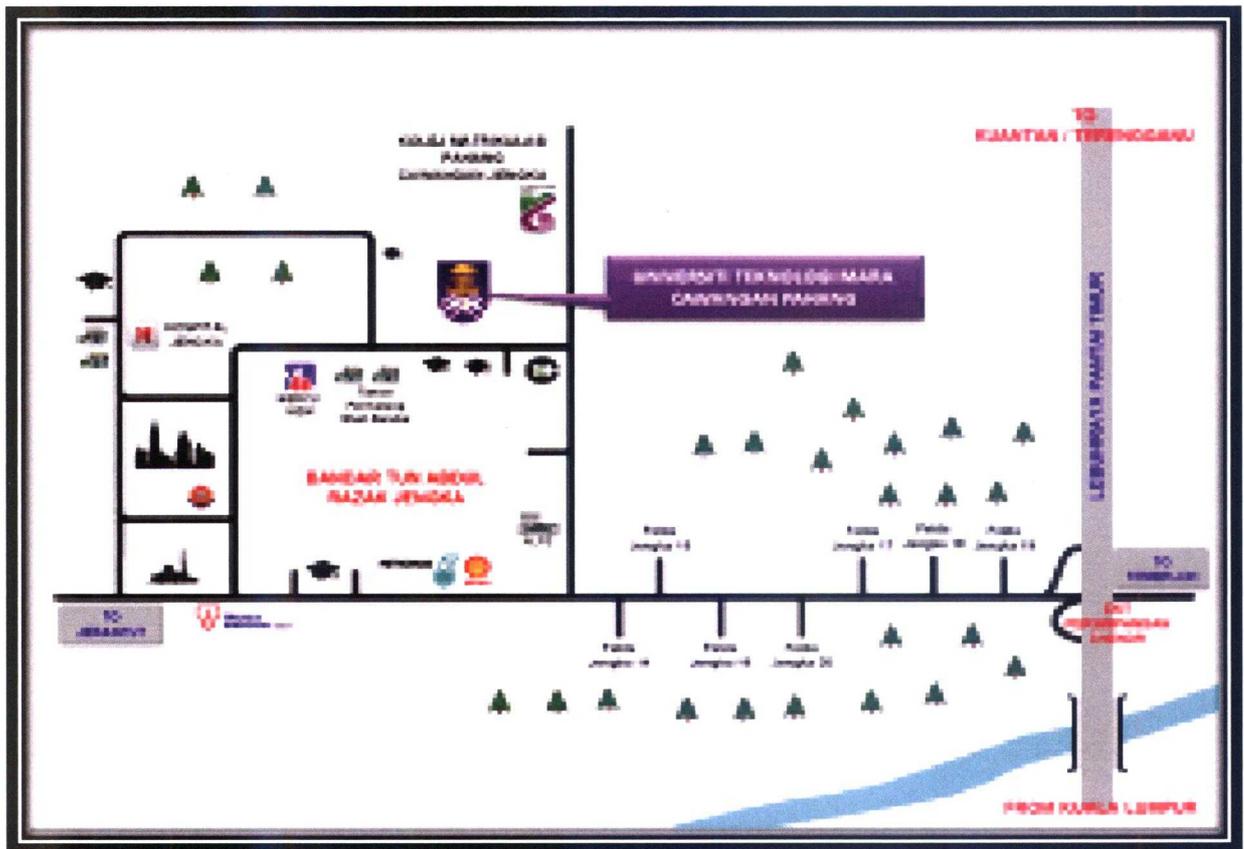


Figure 1.1

Location of UiTM Pahang, Jengka Campus

Name of organization: Al-Bukhari Library, UiTM Pahang

Address : Al-Bukhari Library,
UiTM Pahang Branch, Jengka Campus,
26400 Bandar Tun Abdul Razak,
Pahang, Malaysia.

Contact number : 09-4602100

Web address : <http://library.pahang.uitm.edu.my/v1/>

1.2 Al-Bukhari Library, UiTM Pahang, Jengka Campus

1.2: Image of Al-Bukhari Library, UiTM Pahang Jengka Campus



Figure 1.2

Image of Al-Bukhari Library, UiTM Pahang Jengka Campus

1.4 Mission, Vision and Objective of Al -Bukhari library

Vision

- Make UiTM a premier university based on academic excellence and excellence to champion Bumiputra dynamism in all world-class professional fields to create competitive, global and ethical graduates.

Mission

- A catalyst for knowledgeable UiTM citizens through the access of comprehensive, relevant and up-to-date information and quality facilities to meet the needs of teaching, learning and research.

Objective

- Empowering the UiTM library service delivery system as a center of excellence of information that is always a reference, respected and relevant.
- The wide range of comprehensive, up-to-date and relevant knowledge sources covers a variety of physical and virtual accessible formats.
- Providing a conducive environment for teaching, learning and research.
- Enhancing the latest information technology and communication facilities that are focused on customer needs.
- Empowering human capital through PERDANA culture among UiTM Library staff.

1.5 Client Charter Al-Bukhari Library

The library is known as a centre that places knowledge for teaching and learning. In line with that, UiTM pledged to provide the best service based on:

1. Handling of Service

- Ensure registration of new customer membership using the form is made within 10 minutes.
- Conducting loans and returns at the counter within 1 minute per material.
- Ensure inquiries, suggestions and customer complaints are responded within 3 working days.
- Ensure PUiTM organizes activities with customers and communities at least 2 times a year.

2. Technology services

- Students are authorized to use the IT Room service for 1 hour for each use.
- Ensure the OPAC Web system works well throughout the operation of the library.

3. Collection management

- Ensure that every latest collection of information is communicated to UiTM Pahang citizens every month via email or list.
- Ensure that reference materials are provided to customers within 3 working days.
- Ensure that every new journal or magazine can be referred within 3 working days from the date of receipt.

1.6 Al-Bukhari Library services

Library services

- Return collection
- Lending collection
- Reservation collection
- Interlibrary loan
- Library membership
- Self Check Machine
- QR codes
- WIFI
- Orientation of the library
- Publishing Supply System (SPP)
- Information Skills Class (KKM)

Library facilities

- Discussion room
- Prayer room
- Meeting room
- Training room
- Cafeteria
- Room relaxing
- Toilet
- Computer lab
- Locker
- Gallery Room

Zone area

- Laptop Zone
- Silent Zone
- Zones 24 hours
- Karel Zone
- Social Zone

1.7 Operation Hour of Al-Bukhari Library

Table 1.0

Operation Hour of Al-Bukhari Library

Day \ Time	Regular Semester	Examination month	Semester break
Monday - Friday	8:30 a.m. – 6:20 p.m.	8:30 a.m. – 6:20 p.m. BREAK 8: 15 p.m. – 10:50 p.m.	8: 30 a.m. – 5:30 p.m.
Saturday, Sunday & Public holiday	9:30 a.m. – 4:50 p.m.	9:3 a.m. - 6:20 p.m. BREAK 8:15 a.m. – 10:50 p.m.	Closed

1.8 Book loans based on membership

Table 1.1

Book loans based on membership

User Category	Book loan amount	Book Category	Book loan period
Degree students	20	Open Shelf / Quran & Arabic Collection / Mahathir Mind Collection	14 Day
Diploma students	20	Contained Multimedia Reserve / Materials Books Group	2 Hour
Pre-Diploma Students	3	Reference Books (RUJ)	Internal Referrals
Lecturer	20	Open Shelf / Quran & Arabic Collection / Mahathir Mind Collection	29 Day
Contract Lecturer	20	Contained Multimedia Reserve / Materials Books Group	2 Hour
Part time lecturer	3	Reference Books (RUJ)	Internal Referrals
UiTM Staff (Fixed / Contract)	20	Open Shelf / Quran & Arabic Collection / Mahathir Mind Collection	28 Day
		Contained Multimedia Reserve / Materials Books Group	2 Hour
		Reference Books (RUJ)	Internal Referrals
External user / Non member	2	Open shelf	29 Day

ORGANIZATION INFORMATION

2.1. Administration Unit (UPt) departmental structure

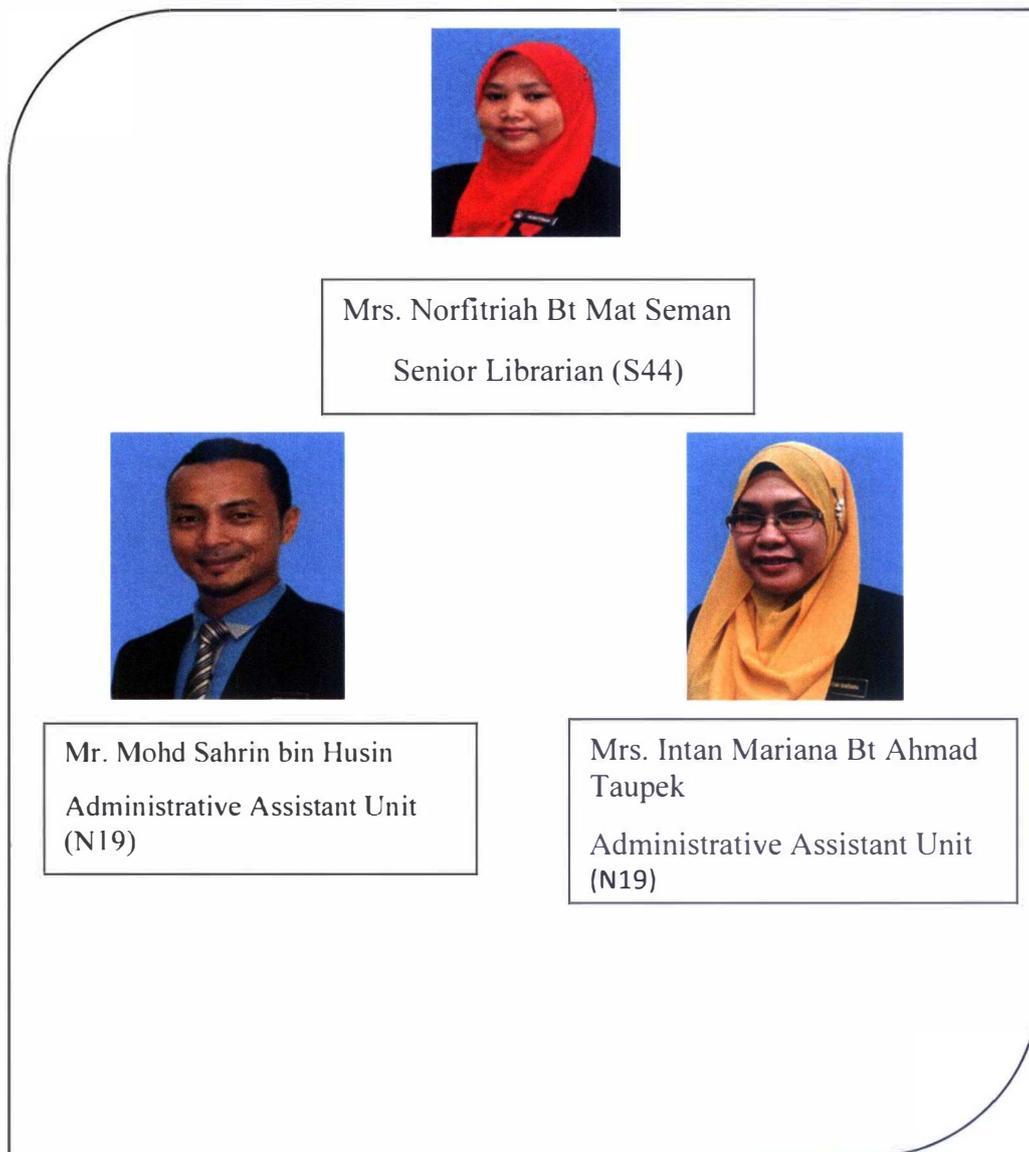


Figure 2.1

Administration Unit (UPt) departmental structure

2.1.2 Administration Unit Objectives (UPt)

1. Manage and implement bilateral relations with outside parties.
2. Monitor library administration needs.
3. Managing human resource affairs

2.1.3 Administration Unit Function (UPt)

1. Ensuring communication and collaboration with the external departments work efficiently, especially in terms of correspondence, library divisions, file systems, internal and external affairs monitored effectively.
2. Assist in making assessment of equipment for staff and user use.
3. Managing human resources including training, time-recorder cards and other.
4. Other general matters that are not included in other units in the library for example as employees of promotion and association throughout the library.

2.2 Unit of Pembangunan Sumber Ilmu (UPSI) departmental structure

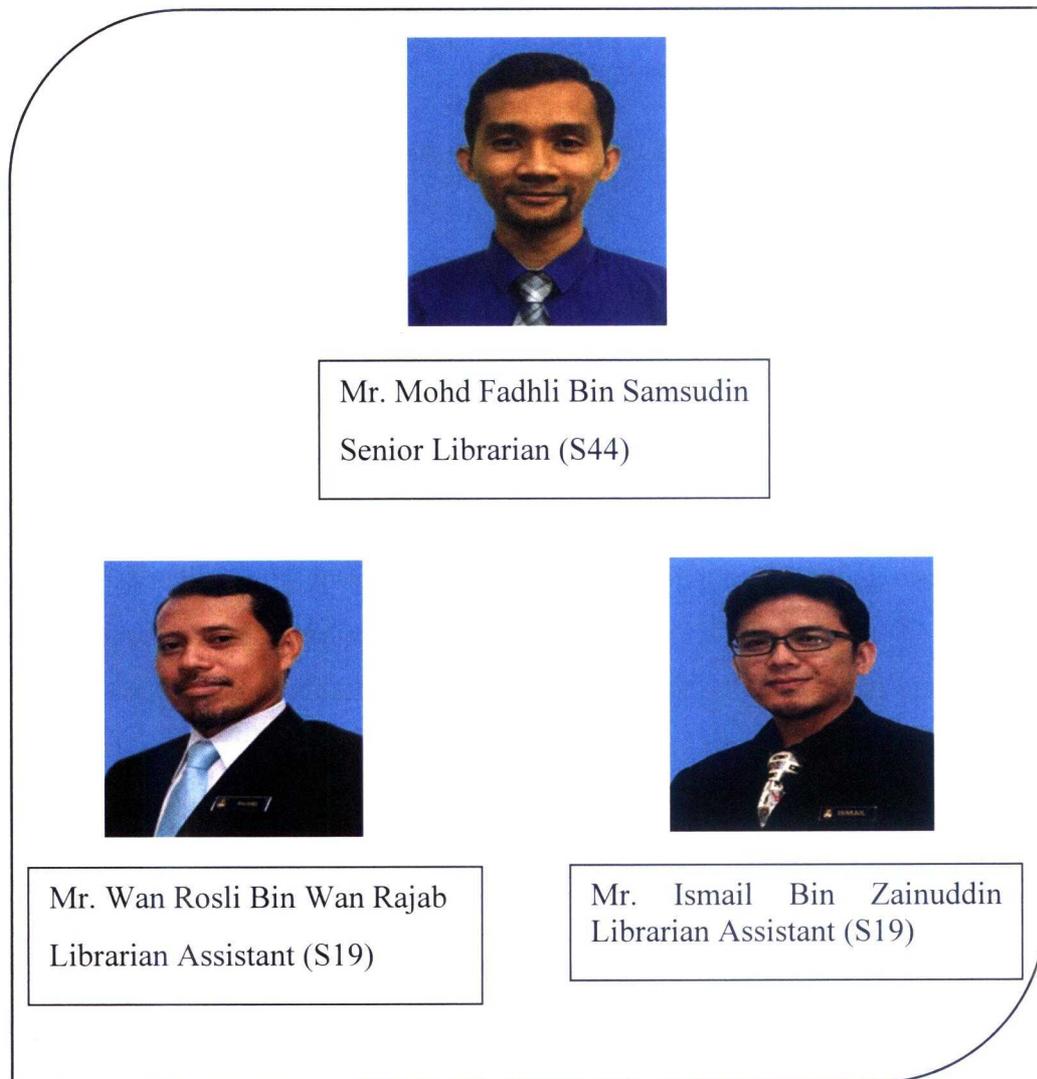


Figure 2.2

Unit of Pembangunan Sumber Ilmu (UPSI) departmental structure

2.2.1 Objectives of Pembangunan Sumber Ilmu Unit (UPSI)

1. Making the Library of UiTM (Pahang) as an excellent information centre in terms of the diversity of collections that are robust and up-to-date.
2. Get the materials ordered directly by the faculty through government contractor suppliers.
3. Processing the materials received quickly so that payments to suppliers can be implemented as soon as possible.
4. Create a trained and committed workforce.
5. Plan, supervise and monitor budgets for university science resources.
6. Use the latest technology in achieving section insights.

2.2.2 Function of Pembangunan Sumber Ilmu unit (UPSI)

1. Obtain a list of information materials (lecturer / staff / student suggestions, catalogs, syllabus, exhibitions, elections in international books / book warehouses and on-approval materials selection).
2. Perform orders and purchase of domestic printed materials and materials abroad.
3. Implementing the material acceptance process covers the quality of the material received in good condition (quality control process).
4. Carry out payment arrangements covering payment of domestic, overseas, and personal cash payments.
5. Carry out material processing activities covering the process of charging property, coping, and recording data in the WILS system.
6. Manage general administration of units such as preparation of supplier evaluation reports, preparation of statistical units (materials orders, material receipts, payment records, access records).

2.3 University Archives Unit (UAU) departmental structure



Figure 2.3

University Archives Unit (UAU) departmental structure

2.3.1 Objectives of University Archives Unit (UAU)

1. Coordinate the records management system of UiTM Pahang Branch.
2. Become a referral centre for managing the UiTM Pahang Branch records system.
3. Maintain and conserve valuable UiTM Pahang Branch records.
4. Being the centre of record keeping of archive records of UiTM Pahang Branch which can be easily referred.
5. Carry out conservation work
6. Making Pahang Branch UiTM Gallery as a place of exhibition and historical reference and excellence of UiTM Pahang Branch.
7. Spread knowlegde through historical exhibits.

2.3.2 Function of University Archive Unit (UAU)

1. Manage the records management of UiTM Pahang Branch which are Jengka and Raub Campus.
2. Handles the process of file evaluation in each unit of division at UiTM Pahang Branch.
3. Act as an advisor in the record disposal process.
4. Act as a central record of branch records.

**2.4 Bibliographic Development & Technical Development Unit (UPBPT)
departmental structure**



Figure 2.4
Bibliographic Development &
Technical Development Unit (UPBPT) departmental structure

2.4.1 Objectives of the Bibliographic Development & Technical Development Unit (UPBPT)

1. Completes new material information.
2. Complete information on old material.
3. Material quality control (QC).

2.4.2 Function of the Bibliographic Development & Technical Development Unit (UPBPT)

1. Edit pre-cataloguing from original data into WILS system.
2. Complete data entry bibliography organization (BO).
3. Setting the material class number.
4. Recorded problematic material.
5. Check and inspect the material before being taken to the shelves.
6. Ensure that each material is in a specified quality state.

2.5 Customer Service & Collection Management Unit (UPPPK) departmental structure



Figure 2.5

Customer Service & Collection Management Unit (UPPPK) departmental structure

2.5.1 Client Service Unit & Collection Management Objectives (UPPPK)

1. Operate and execute counter services.
2. Manage the affairs of Al-Bukhari Library memberships such as registration and cancellation.
3. Handle loan and material returns, material orders and fine collection late returns.
4. Manage reports of lost library materials borrowed by customers.
5. Handle reports / complaints from customers.
6. Monitor customer entry into the library (personal appearance, check-in at PALS).

2.5.2 Client Services Unit & Collection Management Function (UPPPK)

1. Ensure the latest expertise in the system.
2. Ensure borrowing and return transactions in accordance with the established customer charter.
3. Ensure the order of materials is handled promptly to the customer via form / email / sms.
4. Ensure letter / e-mail / sms alerts are issued to customers who do not return the library materials within the specified timeframe.
5. Ensure the fines are collected in accordance with the prescribed procedures and sent to the Treasurer's Office within the prescribed time.
6. Ensure immediate action is taken on customer's request for inter-library loans

7. Ensure that related reports (lost books / fine issues) made by customers are taken immediately.
8. Ensure customer complaints are responded within 3 working days.
9. Ensure customer complaints are responded within 3 working days.
10. Ensuring the personality of a student is observed throughout the time.

2.6 System & Information Technology Unit (USTM) departmental structure



Figure 2.6

System & Information Technology Unit (USTM)
departmental structure

2.6.1 Objectives of the System & Information Technology Unit (USTM)

1. Manage the smooth running of systems and technology in the library.
2. Operate systems and technology based library services.
3. Handle systems and technology based library services.

2.6.2 Function of the System & Information Technology Unit (USTM)

1. Ensure the record of PC usage in the IT room by the user (inside and outside) is always recorded in the CLIS and Excel records.
2. Ensure the use of Internet layouts and multimedia materials is always controlled by monitoring through NETOP SUDENT software.
3. Ensure the overall maintenance of the system in the library runs smoothly.
4. Offers printing service.
5. Ensure the maintenance of ICT hardware, Multimedia and Internet & OPAC, Facebook, library websites smoothly.

2.7 Information Services Unit (UPM) departmental structure

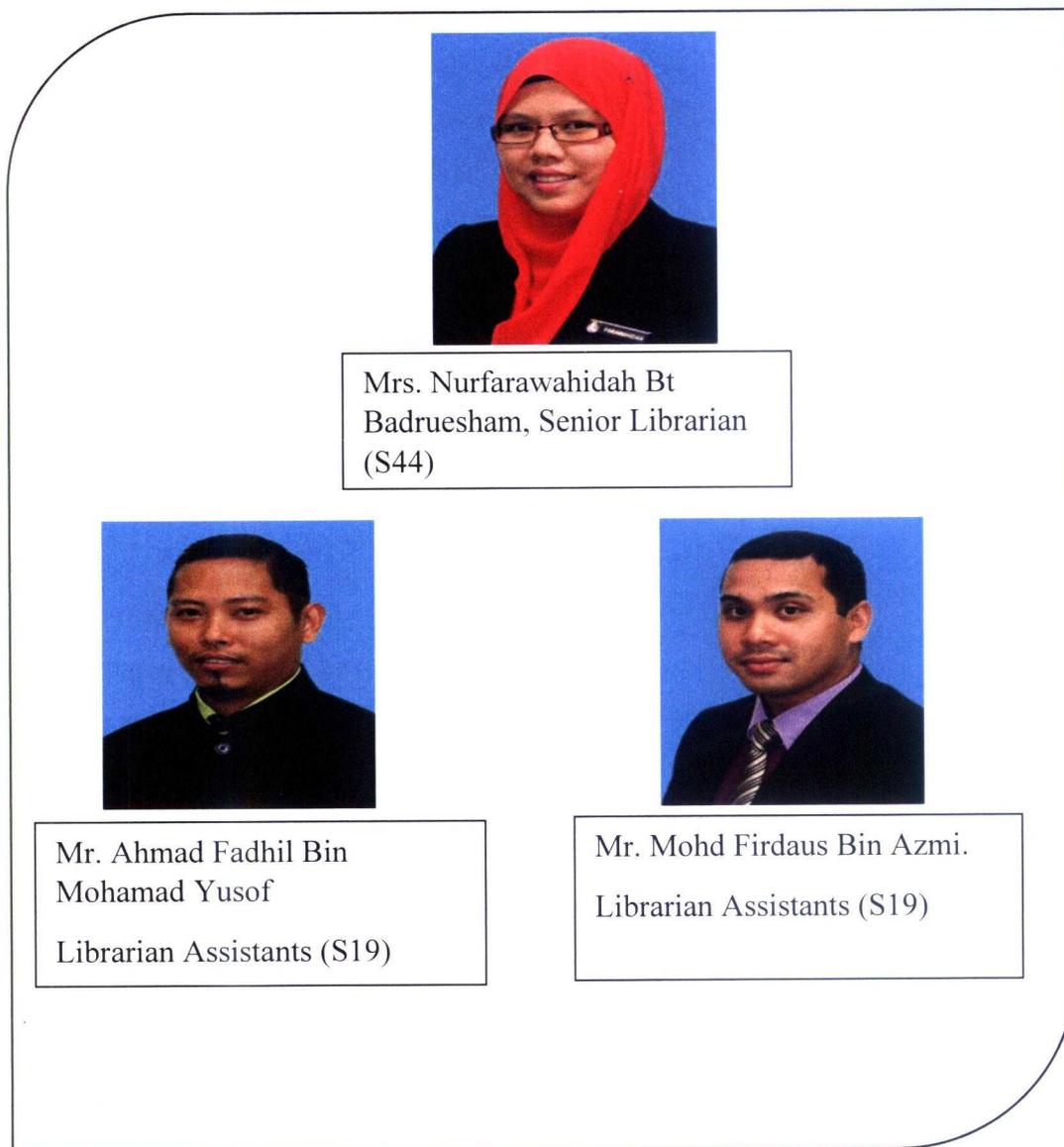


Figure 2.7

Information Services Unit (UPM) departmental structure

2.7.1 Objectives of the Information Services Unit (UPM)

1. Perform information reference services such as quick reference and research references.
2. Operate and mobilize the program that is responsible for Library Orientation such as information skills classes (KKM).
3. Hold academic exhibitions.
4. Revitalize and coordinate promotional activities and publications.
5. Carry out several sources of knowledge development and bibliographic development and material technical processing (newspapers and theses)

2.7.2 Functions of the Information Services Unit (UPM)

Providing:

1. Newspaper cutting
2. Paper Seminar / Symposium / Course
3. UiTM Publishing
4. Government and Private Publications
5. Student Project / Thesis
6. Map
7. Magazine Index
8. General Brochure, Statutory Bodies and Government Departments
9. Domestic and International University Prospectus
10. Organizational annual report
11. Agricultural Pamphlet (MARDI / RISDA / FELCRA / FELDA)
12. Digital Collection
13. Last semester exam paper (printed & online)

2.8 Journal and Database Units (UJPD) departmental structure

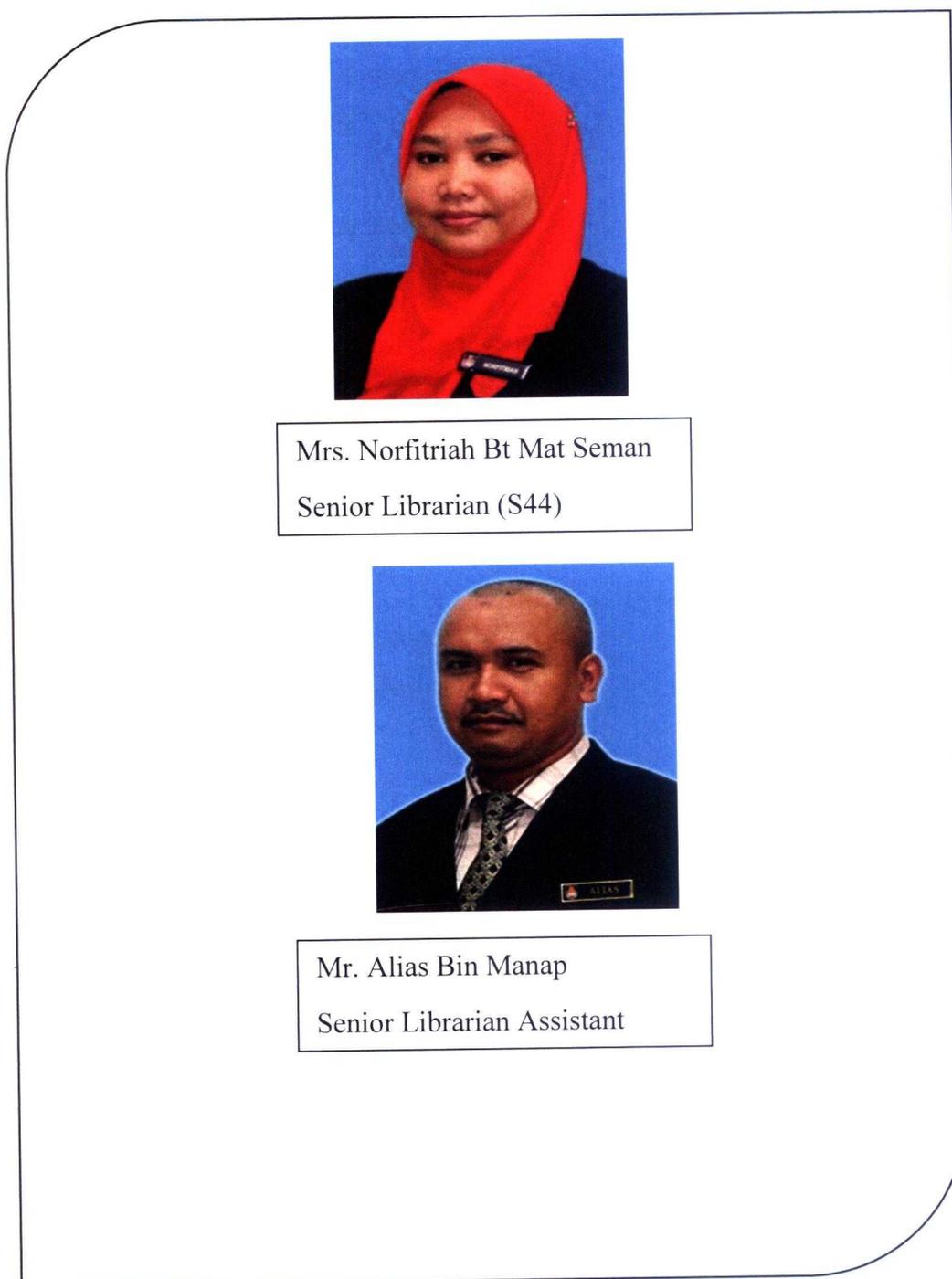


Figure 2.8

Journal and Database Units (UJPD) departmental structure

2.8.1 Objective of Journal and Database Unit (UJPD)

1. Manage journal services.
2. Development of a science source (magazine / journal / PDDT)
3. Subscribe to the newspaper.
4. Binding materials.
5. Cataloguing and processing materials.
6. Controlling annual provisions.

2.8.2 Functions of Journal and Database Unit (UJPD)

Manage and operate all types of non-monograph (serial materials) acquired either through purchases or donations such as:

1. Magazines and magazines are bound, journals and journals are bound.
2. UiTM Publishing.
3. Newspapers and newspaper cutting.
4. Bulletin, leaflet and prospectus section.
5. Map.

2.9 Preservation Unit (UJ) departmental structure

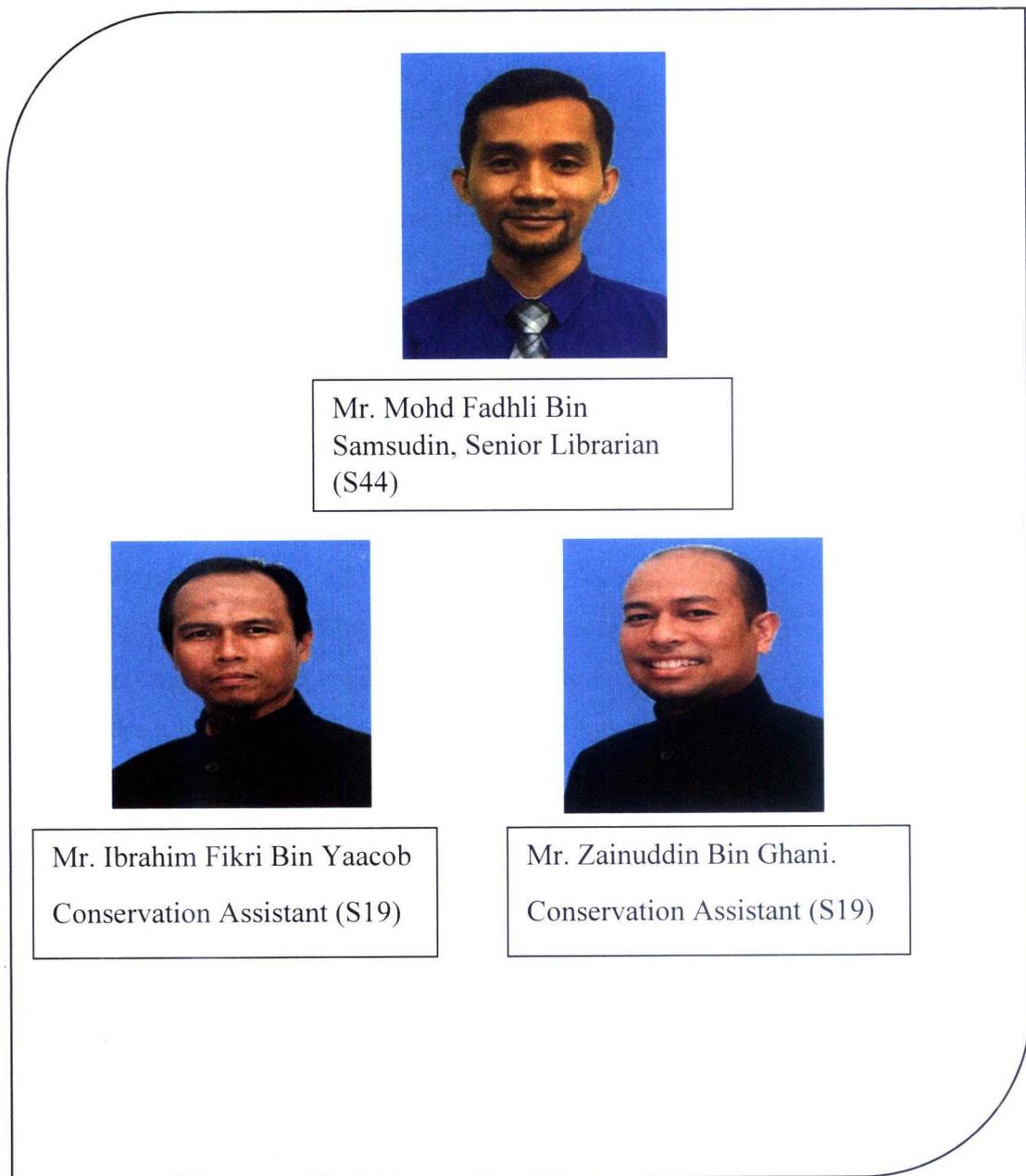


Figure 2.9

Preservation Unit (UJ) departmental structure

2.9.1 Objective of Preservation Unit (UJ)

1. Conservation of library materials
2. Binding for other parts
3. Controlling stock inventory
4. Control of binding machines
5. Assist general administration

2.9.2 Function of Preservation Unit (UJ)

Carry out library conservation work.

1. Maintain the physical form of the original library material as best in its usable form.
2. Carry out binding works for other parts based on the application made.
3. Controlling inventory / stock of materials and quality of binding / published material.
4. Responsible for the handling of binding machines.
5. Carry out tasks that are directed from time to time.
6. Make a binding book program / proceedings such as KONAKA, ATSS and DAY QUALITY based on request.
7. Perform general administrative tasks of the Al-Bukhari Library Volume Unit.

CHAPTER 3
DETAILS OF PRACTICAL
UNIT

3.1 Details of Practical Training in Administration Unit (UPT)

The Administrative Unit (UPT) is the first unit that only takes 7 days of practical training. 3 days with Administrative Assistant (N19); Mrs. Intan Mariana Bt Taupek, and the rest with Senior Library Assistant (S22); Mr. Mohd Sahrin Bin Husin. This unit is under the supervision of Mrs. Norfitriah Bt Mat Seman.

On the first day of my practical training in this unit, details were given by Mrs. Intan Mariana Bt Taupek on Administrative Unit (UPT) at Al-Bukhari Library (PAB) UiTM Pahang Branch Jengka Campus. She also describes her scope of work and shows a table file for me to read. Table file is a file that contains the scope of the assignment for each staff. All staff are required to have table files.

The main tasks done by the Administrative Assistant such as:

- Draft outgoing mail
- Record incoming mail and outgoing mail
- Open and close files
- Vehicle and lodging applications for staff attending courses, meetings, seminars or other related work outside the UiTM Area Pahang Branch of Jengka Campus.
- Make an outsourced staff allowance
- Budget application and photostat payment.
- Office stationery application
- Management of office forms
- Time card management and monthly reports
- Staff personal file management

I had the chance to enter the Al-Bukhari Library's storage record room or be known as the *Bilik Mawar* for filing and record keeping assignments. File classification is used as a reference for the filing process. Each file type is divided by color and has a specific meaning;

- a) Open (white)
- b) Restricted (limited white writing)
- c) Private (green)
- d) Secret (pink marked X)
- e) Big secret (yellow marked X)

Files in the library are usually *File Terbuka* (white). Files are also not allowed to leave the storage. However, if necessary, files will be transferred into another file known as *Fail Timbul*.

Next, I continued with Practical Training Unit (UPT) with En, Mohd Sahrin Bin Husin. He described the scope of work as Senior Library Assistant in the Administrative Unit (UPT) of the Al-Bukhari Library. His main assignment is;

- Process Analysis, purchasing, acceptance and payment of library equipment
- Record equipment inventory
- Manage work and documentation for the disposal of goods or equipment
- Record and update monthly training hours and reports to Training Unit, Administrative Division of UiTM Pahang Branch Jengka Campus
- Managing applications, budgets and overtime staff schedules
- Manage the practical schedule of new staff and practical students
- Collect and complete statistical data of each unit in the library
- Manage the maintenance of library buildings

For the scope of the task of managing budget applications and overtime staff, Mr. Mohd Sahrin should provide an overtime Budget Paper along with an application letter on an annual basis. Approval from the Director of UiTM Pahang Campus to allow the process of claiming overtime allowance is required. Apart from the paperwork and the printed paper application letter, overdue applications also need to be done online at Fine Portal.

Mr. Mohd Sahrin is responsible for managing the practical schedule of new staff and practical students in Al-Bukhari Library. He describes the procedures and methods used to devise practical tables.

Next, to collect and complete statistical data from each unit, Mr Mohd. Sahrin shows how to get the statistic. Statement of collection of statistical data containing the statistical delivery deadline will be notified to the library staff via e-mail.

Whereas for the task of price analysis for direct purchase of equipment, important documents such as Quotations from suppliers are required by the library. This is to facilitate the process of price analysis to be carried out before making the purchase of library equipment. After completing all the purchase process, Mr. Mohd Sahrin will make

a payment process where some documents are required such as L.O, Invoice, D.O and GRN forms.

Then process equipment inventory. In order to carry out this process, inventory cards are provided in several Areas in the library to record the number of library items and equipment. Mr. Mohd Sahrin also plays a role in managing property valuables on goods and equipment in collaboration with the Treasurer. UiTM Pahang property sticker is used for marking process. For the disposal of goods and equipment, the Property Disposal Form is required.

For the process of updating the staff training hours, the process is done monthly through the training informative followed by the staff. Training hours include activities such as attending courses, seminars, workshops, conferences, or activities organized by the Al-Bukhari Library.

3.2 Practical Training Details at University Archive Unit (UAU)

This unit is a newly established unit in the Al-Bukhari Library and I have the opportunity to undergo practical training in this unit for one week. On the first day of this unit, I met with two support staff in this unit namely Mr. Razali B. Mat Sabu and Mrs. Suhaina Bt Ibrahim. They explain the scope of work and responsibility at the University Archives Unit (UAU). The assignment in Archived Units is;

- Manage records
- Implement departmental separation records
- Implement archive management
- Assist in assessing and disposing of the department
- Helps provide management advice departmental records
- Implementing conservation and digitization of materials
- Archiving information service

In the task of managing records, support staff in UAU are responsible for preparing any letters for unit use, record receipt of the unit letter, submitting the letter that has been filed for action, controlling and maintaining the unit file system and subsequently updating the monthly statistical work performed.

Mr. Razali describes the task of carrying out departmental separation process. The list made should be checked based on the number of files and labels in the box. The list should be updated and stored in the Record Room folder. Next, the staff should change the archive box of the file that has been checked and labelled, stored and rearranged the archive box at the designated location and marked each box that has been taken action.

To assist in the evaluation and disposal of departmental records. The staff and top officers should evaluate the records using the JPR, which separates the records according to the status of the evaluation and subsequently performs the record disposal according to the ANM procedure. The University Archives Unit (UAU) is also responsible for providing references and records searches and assisting the implementation of departmental self-record management visits.

Furthermore, in order to handle archive management, staff at UAU shall assist in managing the Department's Archive Materials, maintaining and preserving Archived Materials, assisting in re-evaluating archival records, providing referral services or Loan

Archive loans and assisting the implementation of the Department's Archives Management Inspectorate Visit.

For the process of preservation and digitization of archive materials, UAU staff should conduct preservation, index digital metadata and perform the digitization of records and arc materials.

Staff archive information services should assist archival information and archive information disclosure in carrying out archival information and archival information and also assist managing UiTM Pahang Branch Gallery.

While in this unit, I have a chance to see the old file disposal process from the Auxiliary Police unit. A total of two paper grinding machines are used to perform this process. The records disposal process is done for a week.

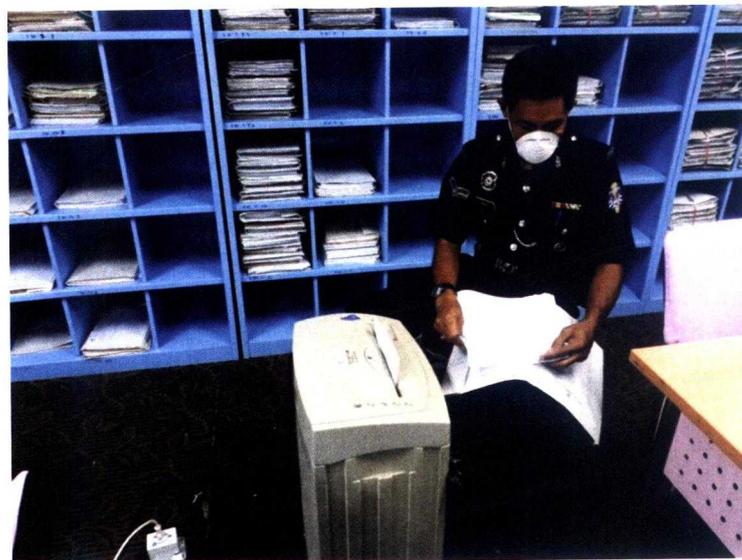
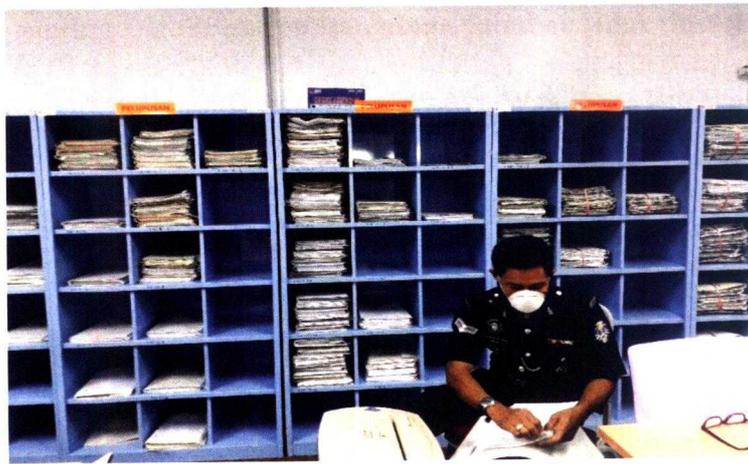


Figure 3.2

Disposal process carried out by the Assistant Police representatives

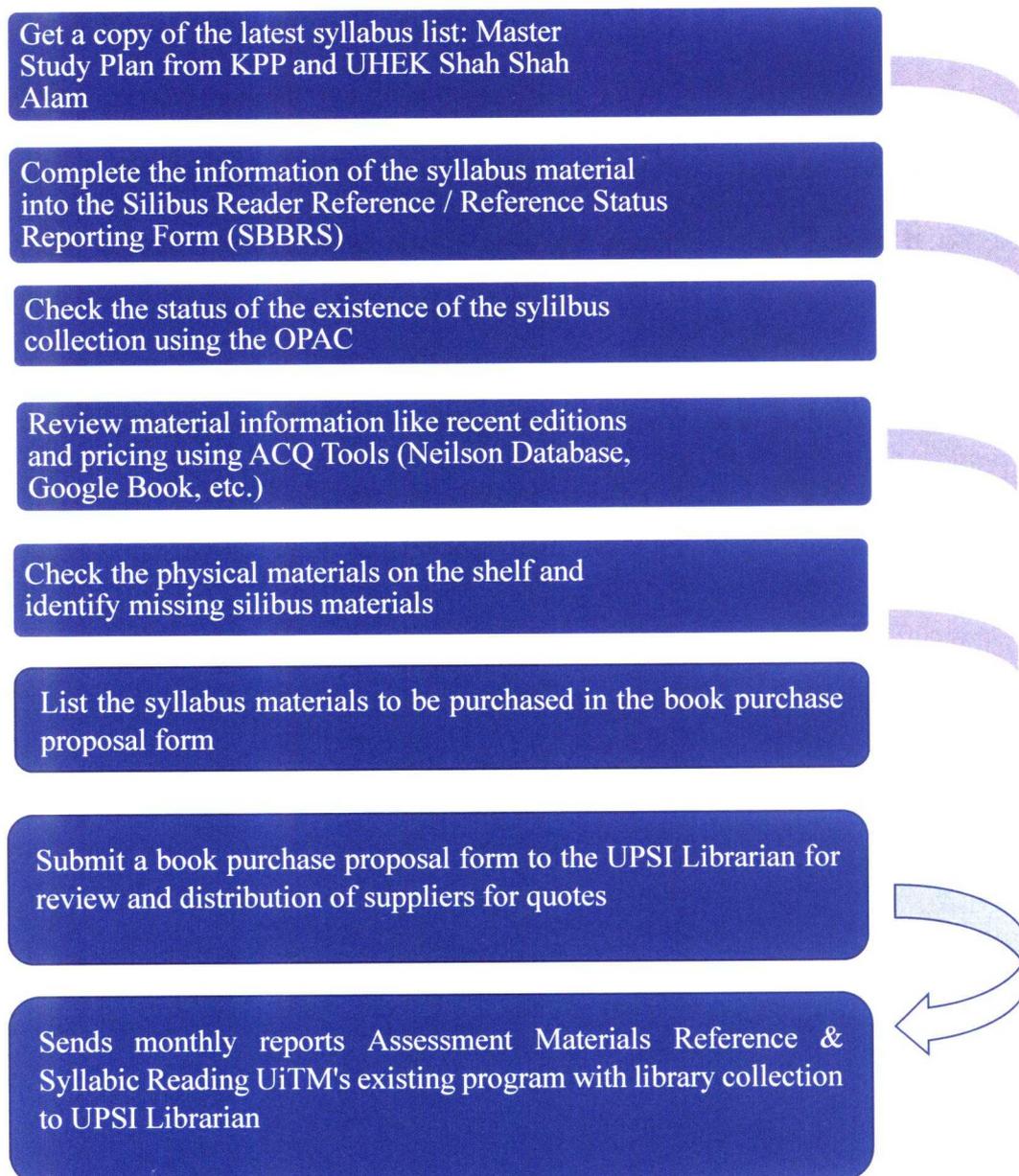
3.3 Practical Training Details at Pembangunan Sumber Ilmu Unit (UPSI)

There are two support staffs for this unit namely Mr. Wan Rosli Bin Wan Rajab and En. Ismail Bin Zanudin. They have different tasks but are related to each other. UPSI is the most important unit in the AL-Bukhari Library.

On the first day of this unit, Mr. Ismail Bin Zanudin explained about his job scope. He is responsible for managing the acquisition of the main material or collection of Al-Bukhari Library. Among his areas of work are:

- Monitor and manage customer backup areas
- Help in the event of a trip to a book / book warehouse / bookstore
- Implement orders, purchase and receipt of information materials
- Processing donations materials
- Provide monthly statistics
- Carry out the general duty of the library
- Update the syllabus list for programs at UiTM Pahang Branch
- Complete data on donation books
- Obtain counter tasks in shifts

The following is a flowchart process for updating the syllabus list for programs offered at UiTM Pahang;



While undergoing practice training in this unit, I was given the opportunity to update the syllabus in a practical way by using Microsoft Excel. For the task of completing the donation book data, he has to copy the book, enter the contributor's name and the year on the donation book in the room available on the cop. He should also list the names of the materials and contributors. For another assignment, Mr. Ismail also serves as a photographer and a videographer of the Al-Bukhari Library. All programs run in the library will be recorded in the form of videos and pictures.

While undergoing practical training in this unit, I have the opportunity to assist Mr. Ismail performed the task of accepting the new book collection process.

New book collection acceptance processes:

First: Find new material by title in the invoice

Second: Checking the title of the submitted material is the same as in the invoice

Third: Examine the physical condition of the material. Make sure it is not torn and sufficient pages

Fourth: Packing the receipt label on the front page of the material and the collection of collection categories (RUJ / OS / KBR) based on the value and physical of the material

Fifth: Submit invoice, delivery note, copy of offer letter, Copy of order list, received material and invoice copy to Mr. Wan Rosli for payment processing and recording of material flows

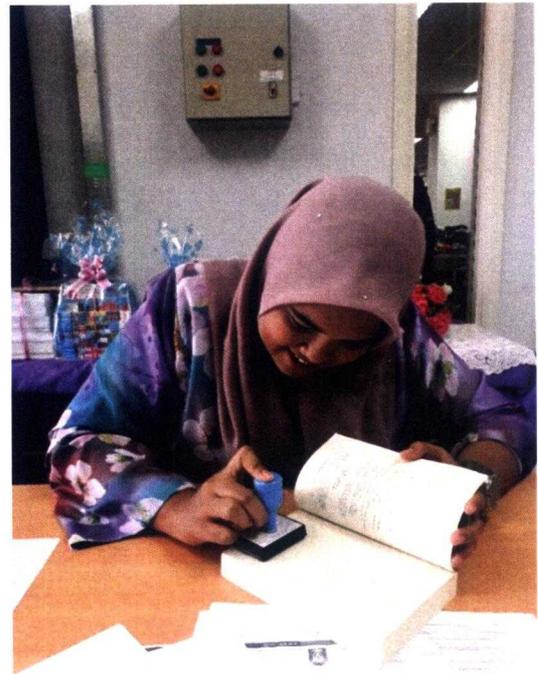
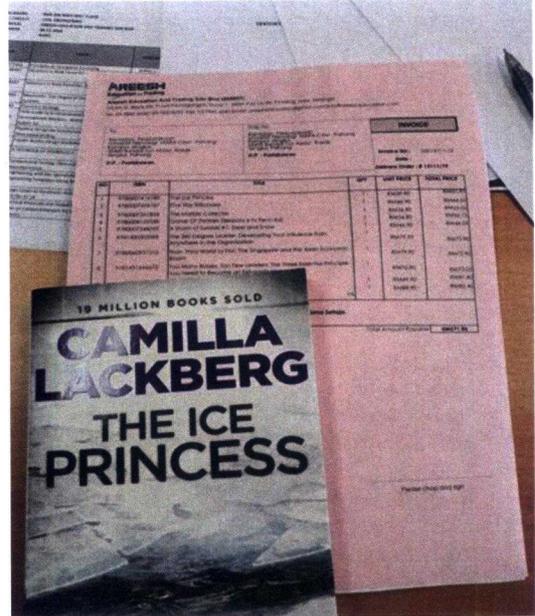


Figure 3.3
The process of accepting new book collections

For the next day, I continued my practical training under Mr. Wan Rosli Bin Wan Rajab as the Assistant Librarian (S19). He is responsible for performing tasks;

- Provide Department Orders, payment processing documents and make budget control.
- Domestic material payment
- Payment of foreign materials
- Payment of material using personal money
- Review of returns from material supplier companies
- Conducting general library work

For the payment process to the supplier, Mr. Wan Rosli taught me by giving me the opportunity to provide the documents required by the Treasurer UiTM Pahang Branch of Jengka Campus to approve the payment process. I also have the opportunity to prepare the Department Order (LO) by completing material information obtained from the supplier for an invoice.

For the final process, after completing the document, Mr. Wan Rosli conducted the final review and subsequently applied for confirmation from the executive management of Al-Bukhari Library; Mrs. Rosnita Bt Ja'afar as Deputy Chief Librarian and Mr. Mohd Fadhli Bin Samsudin, Senior Librarian who is also the chairman of this unit. The completed document with confirmation must be photocopied for records purpose, while the original copy sent to the Treasurer's Office for processing.

3.4 Details of Practical Training at Bibliographic Development & Technical Development Unit (UPBPT)

For 2 weeks I had practical training in this unit. Mr. Nasir Sabri Bin Ibrahim who is responsible for the material development / collection of bibliographic material or more commonly known as cataloguing material. Al-Bukhari Library practices the cataloguing concept of materials that have been coded by libraries at UiTM branches throughout Malaysia. Mr. Nasir should always check the existence of books in the UiTM library OPAC system.

For the material cataloguing process, the UPSI unit should prepare ready-to-process books and arranged in the cart for delivery to Mr. Nasir. Subsequently, the book will be collected and analysed about bibliographic information such as author's name, title, title, publisher, place of publication, year and so on. For cataloguing new books (original cataloguing) skills and cataloguing skills is very important.

The cataloguing process is done with reference to OPAC, OCLC WorldCat, OhioLink Library Catalog, and more. Material bibliographic information should be updated based on Resource Description and Access (RDA). RDA is a guideline that replaces the use of AACR2 used in the material cataloguing process. The RDA leads to a change of call number for a book.

Book Cataloguing Process



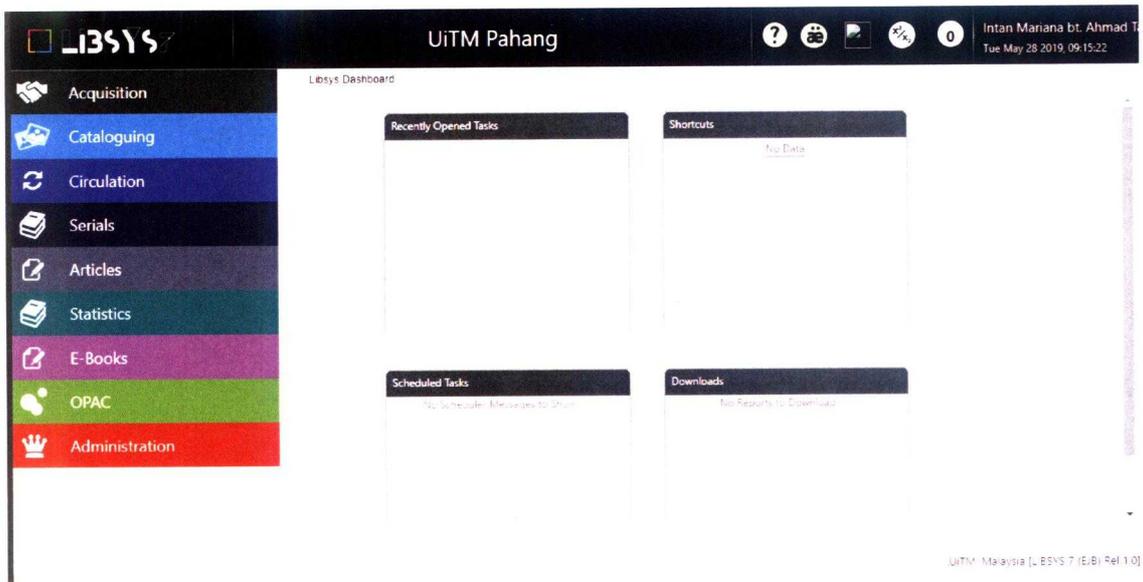


Figure 3.4.1
Interface of WILS system

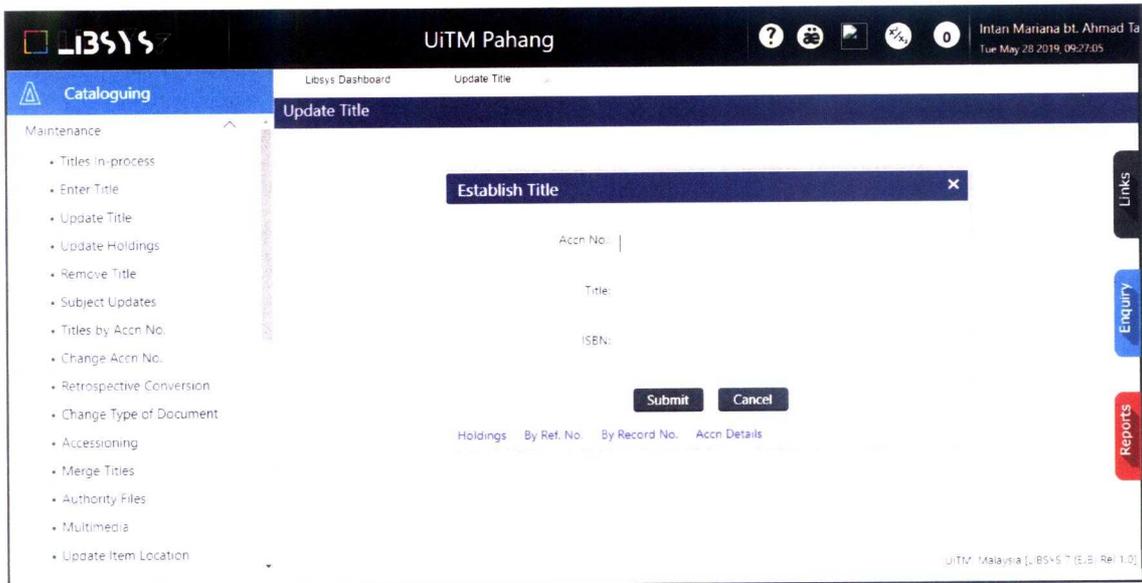


Figure 3.4.2
Interface of cataloguing process

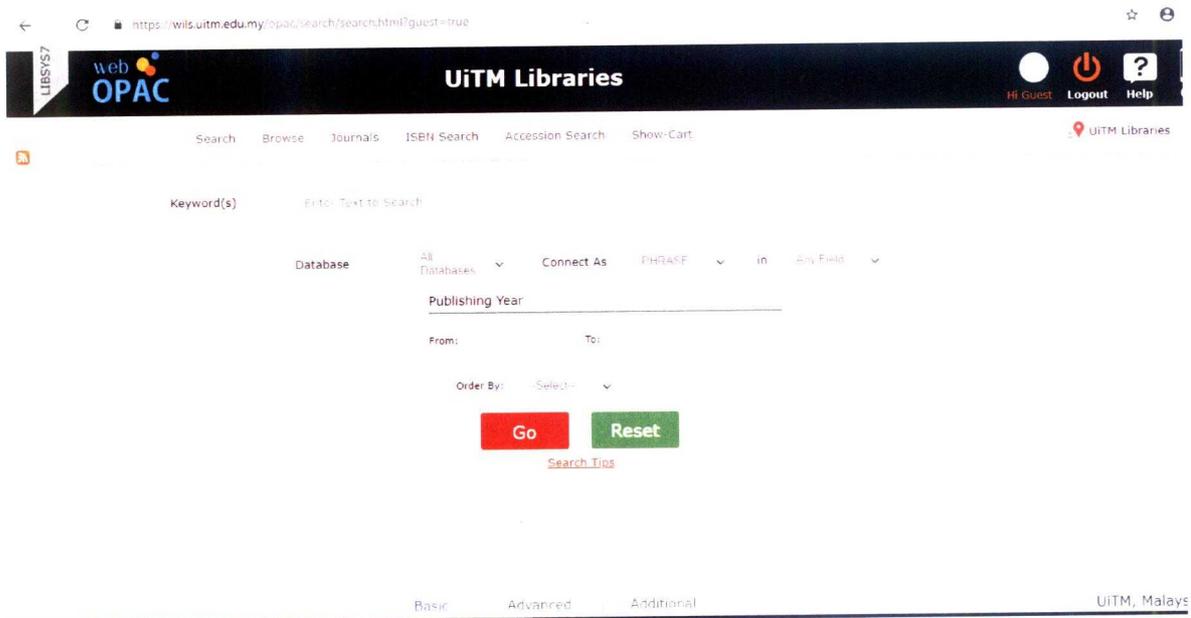


Figure 3.4.3
Interface of WebOPAC

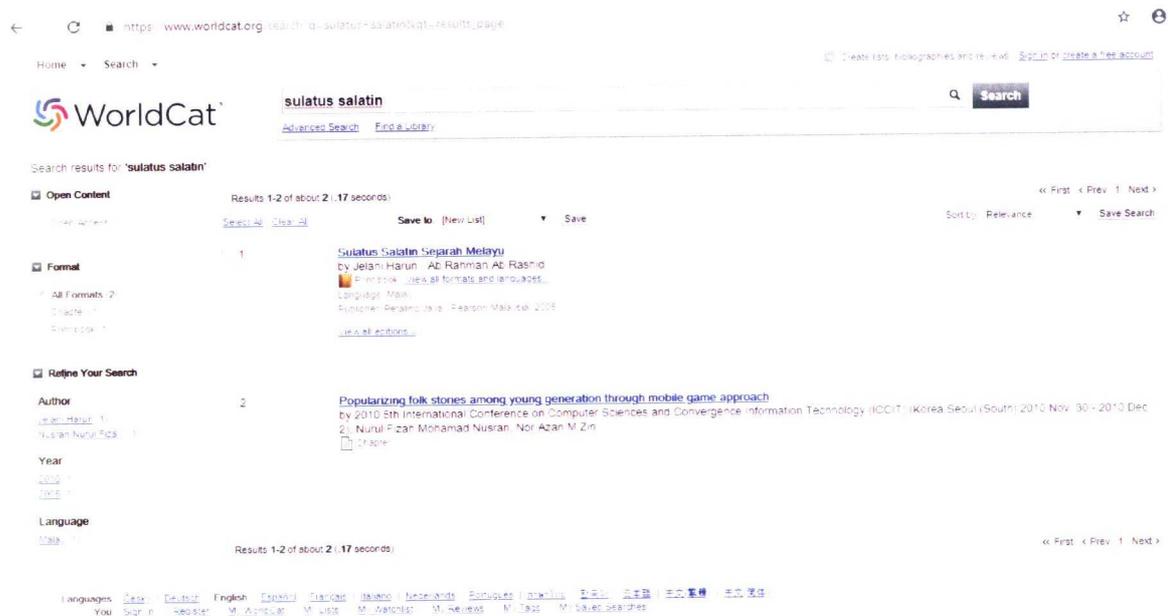


Figure 3.4.4
Interface of OCLC WorldCat

[Start Over](#)
[Save For Export](#)
[MARC Format](#)
[Return To List](#)
[Modify Search](#)
[Similar Items](#)
[Search](#)
[Another Search](#)

(Search History) KEYWORD five star billionaire Search 5 results found. Sorted by [relevance](#) | [date](#) | [title](#)

Record: [Prev](#) [Next](#)

Author Aw, Tash
Title **Five star billionaire : a novel / Tash Aw**
Publish Info New York : Spiegel & Grau, [2013]
Edition 1st U.S. ed.



Bookmark this record as <http://fox1.ohiolink.edu/80/record=33332505150>

Library Holdings



Library	Location	Barcode	Call Number	Serial Holding	Status
Marietta College	CIRCULATING STACKS - 3RD FLOOR		PR6101.W2 F58 2013		AVAILABLE
Oberlin College	Main Library		PR6101.W2 F58 2013		AVAILABLE
Ohio U	Zanesville General Stacks		PR6101.W2 F58 2013Z		AVAILABLE

Figure 3.4.5
Interface of OhioLINK Library Catalog

I then proceeded practically in this unit with Mrs. Wan Rozita Bt Wan Alwi. She describes her scope of work as Senior Level Librarian Assistant in this unit. Her job focuses on Quality Control (QC) or quality control the physical care of the material by printing the call number and pasting the bar code that displays the access number and main entry for the material. The categories of materials involved are new books, donations and problem books.

I am had the opportunity to patch the spine label, the call number and the book label attached to the first or second page of a book.



Figure 3.4.6

The book's technical processing materials

The process of pasting spine labels and book labels

1. Patch a book label on the first page of a book of 2 inches from the top of the book.



Figure 3.4.7
Pasting book label

2. Label book need to be protected from tearing by placing plastic sticker on it.



Figure 3.4.8
Patching plastic sticker

3. Paste the spine label containing the book's call number. For thin-sized books, spine labels will be plastered on the front of the book according to the designated size.

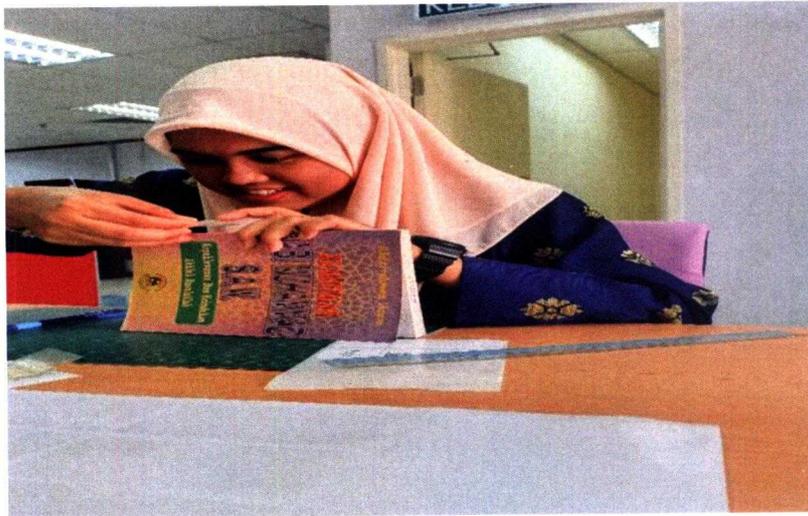


Figure 3.4.9
Paste the spine label

4. Protect spine labels using plastic stickers.



Figure 3.4.10
Patching plastic sticker

3.5 Practical Training Details at Client Services & Collection Management Unit (UPPPK)

There are three support staff in this unit namely Mr. Mohd Saidi Bin Mohamed Ali as Assistant Senior Librarian (S22) and two Librarian Assistant (S19), Mrs. Sabariah Bt Rifin and Mrs. Noor Azliza Bt Aziz.



Figure 3.5.1

Al Bukhari Library's main counter

I started my practical training in this unit with Mrs. Sabariah Bt Rifin. She recounts a little bit about the background of this unit. I was exposed to the main areas of duty at such counters;

1. Management of loan process and book returns
2. Renewal and book bookings
3. Management of late fee payments through book returns
4. Use of self-check machine

For the process of borrowing or returning a book, users can do their own in a self-check machine. However, if any problems happen regarding to the system down, users may come to the main counter to manually process or return a manual.



Figure 3.5.2
Self-check machine

Loan and Returning Process at Counter

1. Log in to the WILS account

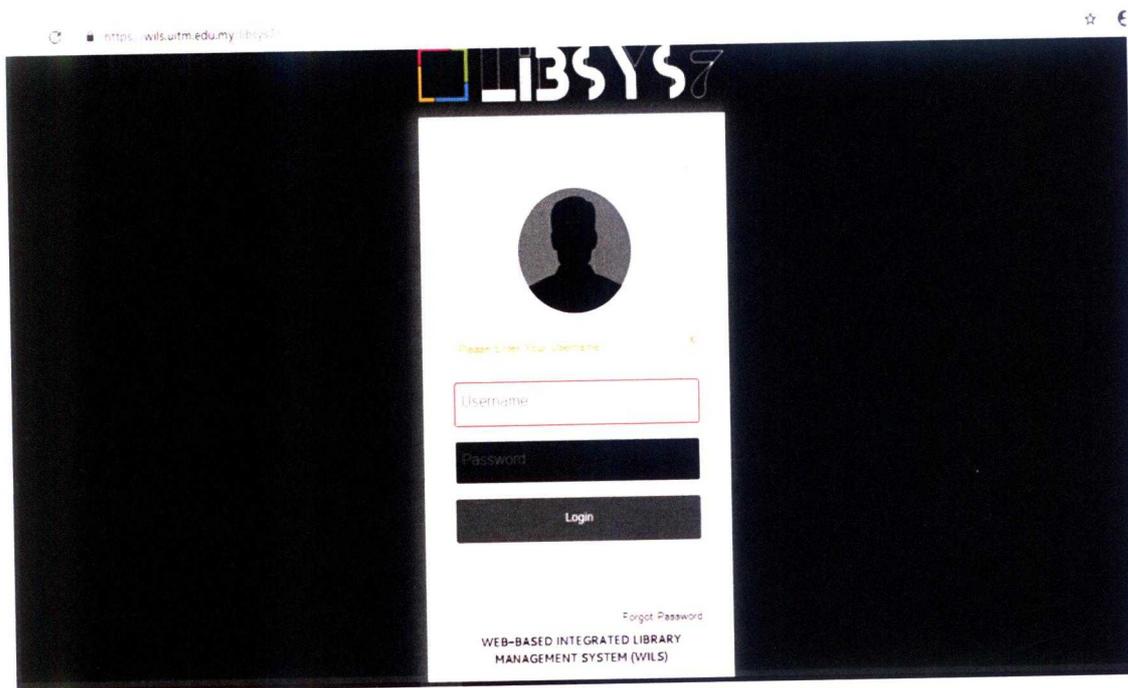


Figure 3.5.3

Interface of WILS system

2. Select Circulation menu, Collection Updates and press Check Out (Loan) or Check in (return), then enter Member ID (metric number)

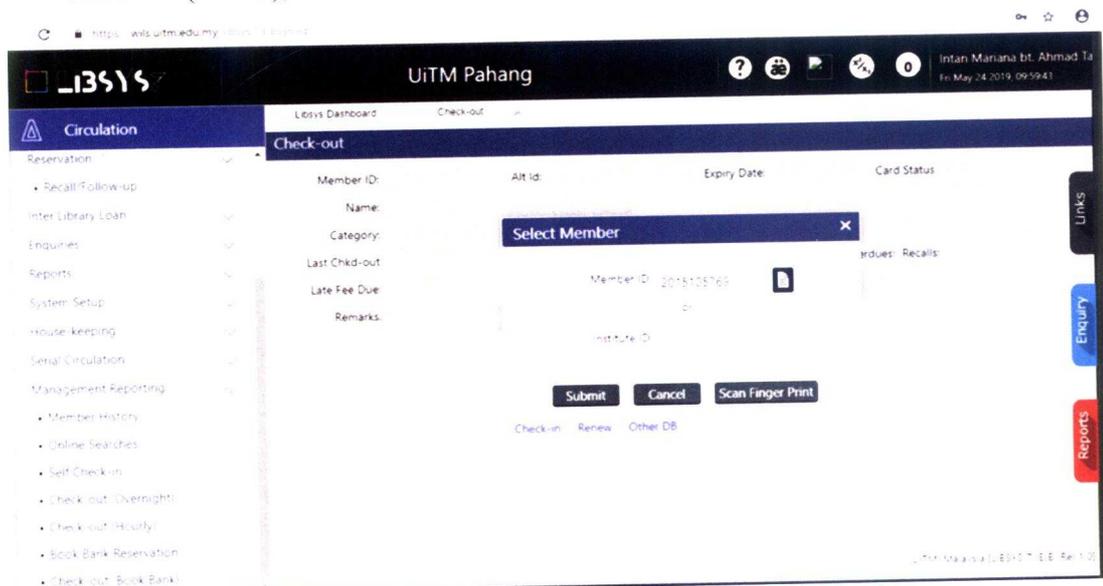


Figure 3.5.4

Circulation interface

3. Enter the book access number, then press the submit button. Check book information and write Return date on book cover. Finally press the confirm button.

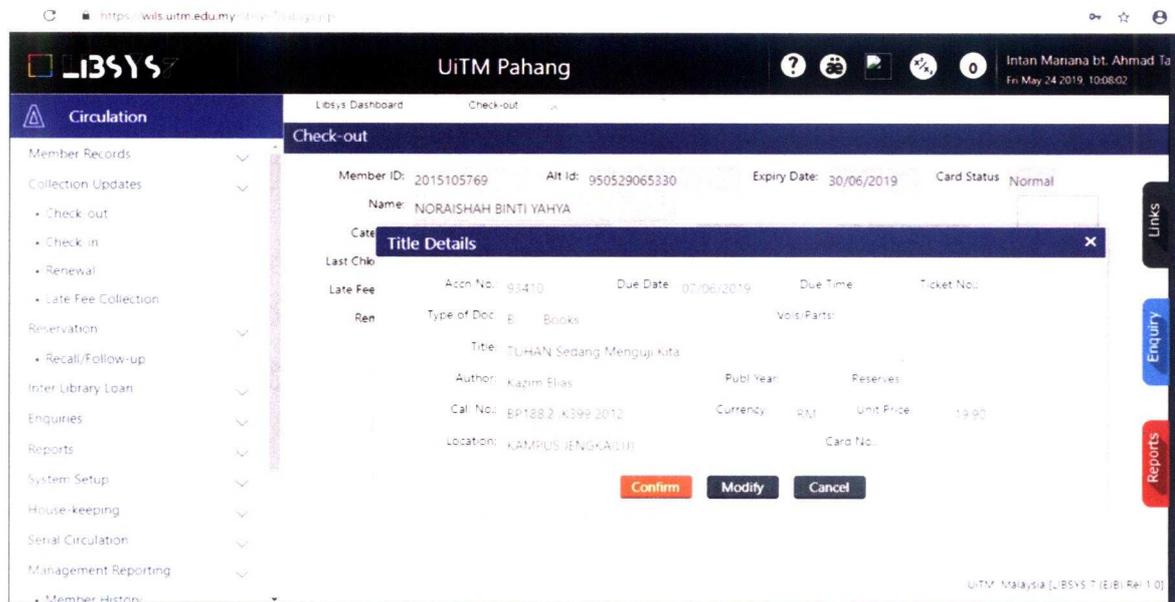


Figure 3.5.5
Interface of borrowing and returning

The Process of accepting late fine fee

1. Log in to WILS account
2. Select Circulation menu, Collection Updates and choose Late Fee Collection and enter Member ID
3. Enter the amount of money received in the money received, press submit and confirm
4. Print the receipt as proof of payment and return the balance if there is a receipt

On my second day under the guidance of Mr. Mohd Saidi. Among his duties is;

- Managing records and unit files such as material loss record, student's last reminder record, student information material information record and others.
- Assigned to distribute and analyse key consumer survey questions a year.
- For damaged book and label call number has faded, Mr. Mohd Saidi was assigned to remove the book and fill the book data into the WILS system before it was restored.
- Required to write a memo at the time of the library operation and notification notice as needed.
- Check book return boxes before libraries operate daily.
- Carry out late reminder and library remedies for students.

Mr. Mohd Saidi pointed out the process of commemoration of late remittance and compensation of library materials in detail. I had the opportunity to carry out this task under her supervision. For this process;

First: Check out the names of students who passed the book back in the WILS system

Second: Print a list of names and tag the students by category of reminders

1-7 days first warning (Green)

8-14 days second warning (Yellow)

15-21 days third warning (Red)

Third: Placing a warning notice on the library's notice board.

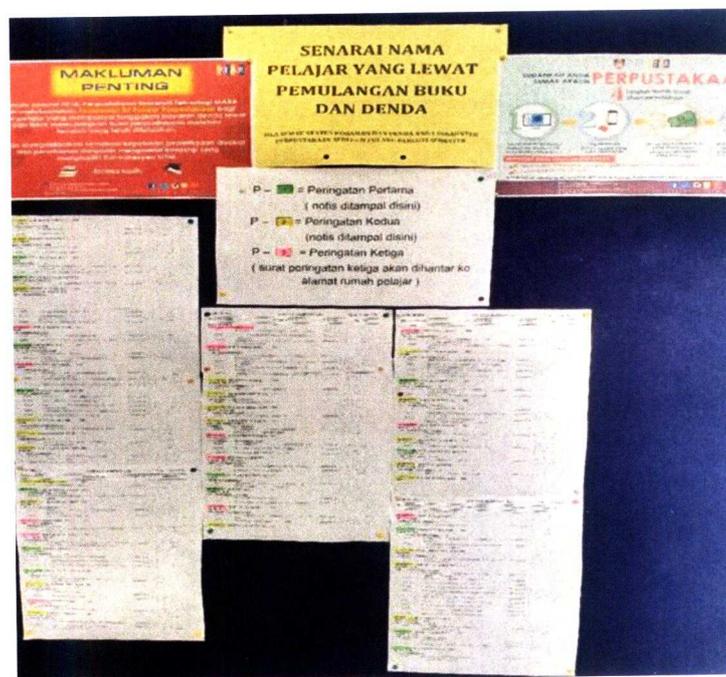


Figure 3.5.6

Notice board

The next day, I continued my practical training under Mrs. Noor Azliza Binti Aziz. She describes the scope of work in detail. Her assignment is;

- Carry out remedial remedies and damages for library materials for academic and administrative staff.
- Managing interlibrary loan
- Conduct convocation arrest for students who do not return the lost book and late refund.

For the process of late reminder and compensation of library materials for academic and administrative staff;

First: Checking the name of the returning staff member in the WILS system

Second: Send a warning letter by e-mail to the staff

Third: Print the warning letter and save it in the record file

3.6 Practical Training Details at the Information Systems & Technology Unit (USTM)

Practical training at Information System & Information Unit (USTM) for 7 days. On my first day under the guidance of Mr. Roshairi Bin Che Razali and Mr. Hasmadi Bin Hassan. They explain the scope of work and assignments where they are both responsible for serving at the service counter that confronts the IT room. Among the responsibilities under this unit are:

- a) ICT Service in IT Room
 - i. Ensure the registration of users using computers in the system used in the Al-Bukhari Library, Computer Lab Information Systems (CLIS)
 - ii. Ensure user registration manually in the IT Room Utilization Log Book
 - iii. Monitor internet and multimedia usage in order to comply with Netop Student software
 - iv. Monitor the timeframe of computer usage with maximum use of 1 hour per person for peak use time
- b) Collection of black and white printing
 - i. Maintain and provide guidance on the use of black and white print and colour services to consumers
 - ii. Controlling print citation and calculating printed results
- c) Monthly statistic earnings
 - i. Helps generate and provide statistical computer usage based on CLIS system
- d) Assist in administering administrative duties and counter services according to shift and requirements
 - i. Assemble the book and make a shelf reading of books on a shelf every day from 8.00am - 8.45am
 - ii. Implementing the loan process and material return using the WILS system
 - iii. Record payment of late payment of materials and material damages (at the main counter at Client Services & Collection Management Unit; shift / overtime)
 - iv. Monitor library users in accordance with the rules and personality of the self as defined by the Student Affairs Division (HEP)
 - v. Provide advice and guidance on search on WebOpac or other services provided at the PAB throughout the day

Under this unit, I have learned how to manage counter services. I learned how to enter IT Room 1 & 2 user login data. To enter the IT Room, students are required to scan student cards on a student card scanner machine. The system involved in this process is the Computer Lab Information System (CLIS). This system is an initiative to expedite the student data retrieval process.

IT Room 1 takes up to 60 users at a time, and IT 2 rooms are 20 users. To use an IT room, users should scan the student card and leave it in the space provided. If system problem happens, the use of the IT room will be recorded manually.

ICT Room 1 is often the choice of lecturers to organize classes as well as places to carry out Information Skills Class (MKM) by the Information Services Unit (UPM). Reservation by dialling or manually at USTM counter should be made prior to using IT Room 1.

Next, I learned to handle the printing service. There are two printing machines in the Al-Bukhari Library and placed under this unit. 4 computers are available for print services. Photocopying and scanning services are also provided using the same machine. However, there is a fee charged to use this service in accordance with the consent of the Deputy Chief Librarian, Mrs. Rosnita Bt Ja'afar of 20cent for black and RM1 for colour printing.

Mr. Roshairi is responsible for collecting the printing quotes. Students who use the printing service should write the name, matrix number, payment amount and signature on the form available at the counter. Subsequently, the proceeds will be handed over to the Treasurer's Office on a daily basis.

Under the guidance of Mr. My Khairul Ziad learned about how to turn on and off the air conditioner. Mr. Khairul Ziad is responsible for monitoring the systems used in the Al-Bukhari Library and supervising control rooms that houses computers for closed circuit television (CCTV) systems, building air conditioning and water pressure.



Figure 3.6.1
Printing corner



Figure 3.6.2
Scanner and card holder box



Figure 3.6.3
Printing machine

Step to register computer usage

1. Log in to CLIS



Figure 3.6.4

Interface of CLIS system

2. Fill the student's ID Number in Check in Lab section

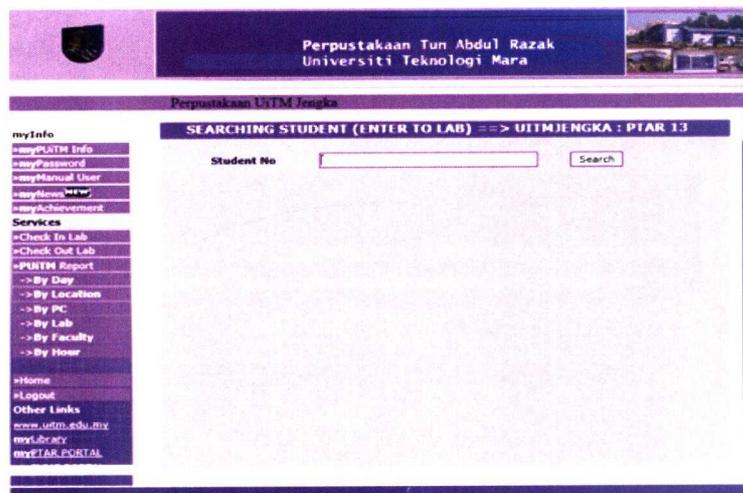


Figure 3.6.5

Check in Lab

3. Enter student's ID Number for Check Out Lab

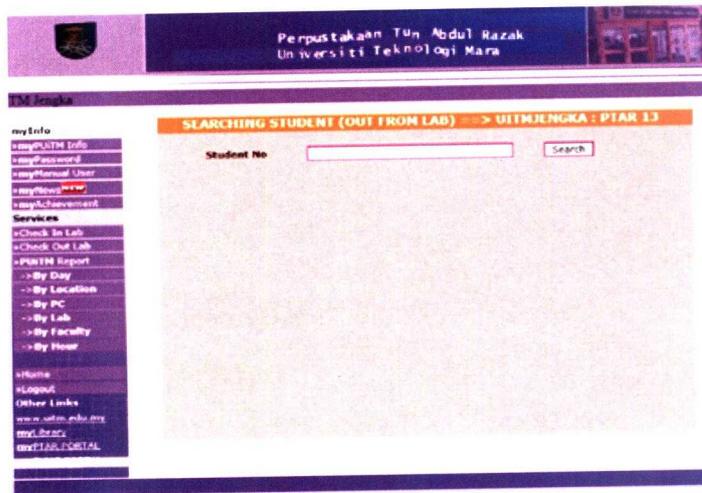


Figure 3.6.7
Check Out Lab

4. The use of computers in the PUiTM Report section



Figure 3.6.8
Statistic report on computer using

3.7 Practical Training Details at Information Services Unit (UPM)

I started practicing in this unit with Mr. Ahmad Fadhil Bin Mohamad, Assistant Librarian (S19). He told the background of the Information Services Unit (UPM). Responsibility for support staff in this unit is;

- Counter service
- User education
- Acquired material
- Promotion and publication
- General duties of the library

Mr. Ahmad Fadhil explains and shows me the way and process for the newspaper index and uploads newspaper that have undergone the digitalization process into the web.

New Article Newspaper Index Process:

1. Scan articles from newspaper clippings
2. Insert the article that has been scanned into the Special Template
3. Upload articles into the server
4. Log in to the WILS system
5. Select the Article menu
6. Complete the bibliographic information of the articles according to the field
7. Submit filling
8. Record the number obtained

Subsequently, I underwent practical training under Mr. Firdaus Bin Azmi. He manages the thesis of UiTM's final year student UiTM Pahang Branch Jengka Campus. The thesis will be processed by marking the property before being scanned for digitalization by uploading the thesis into Institutional Repository UiTM.

In the process of marking the property, the copyright holder shall be stamped on the cover page of the cover page in the upper left corner, each side of the book, the last page, and on each page 10 and several other pages. On the first page, the Q & S stamp should be stamped after the quality of the material is checked and attached to the safety strip. I was given the opportunity to execute the property ownership process on the thesis under Mr. Firdaus.

Next, Mrs. Nurfarawahidah Bt Badruesham has taught and showed me how to process the thesis into the WILS system. He taught me how to get a call number and subject for thesis material. Then I was given the opportunity to process a trolley of thesis using the method shown by Mrs. Nurfarawahidah.

Here is how to classify and catalog the thesis in the WILS system. I have been assisted En. Firdaus to complete this assignment.

1. Log in WILS system, select Acquisition menu then select Enter Title and finally choose Gift / Adhoc

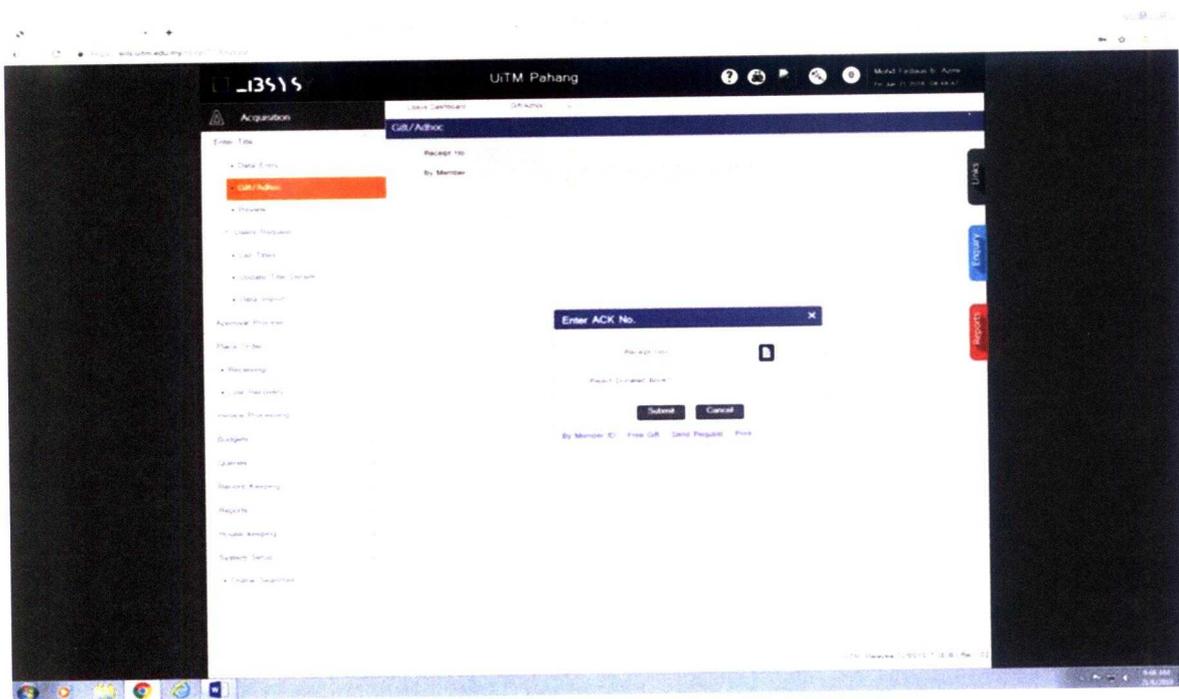


Figure 3.7.1
Interface of WILS system

2. Complete the thesis title and author name then press the submit button

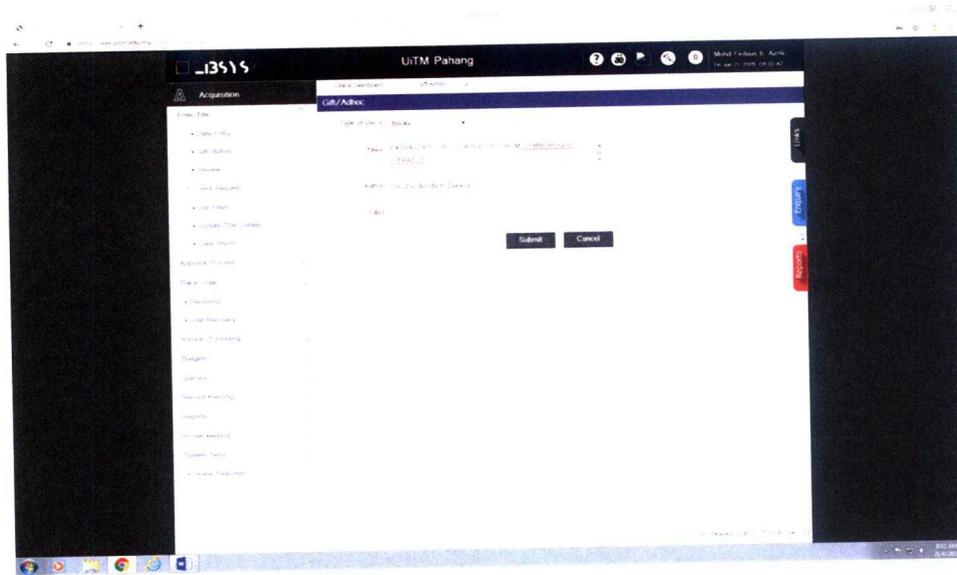


Figure 3.7.2
Title and author

3. Complete information in the Leader section

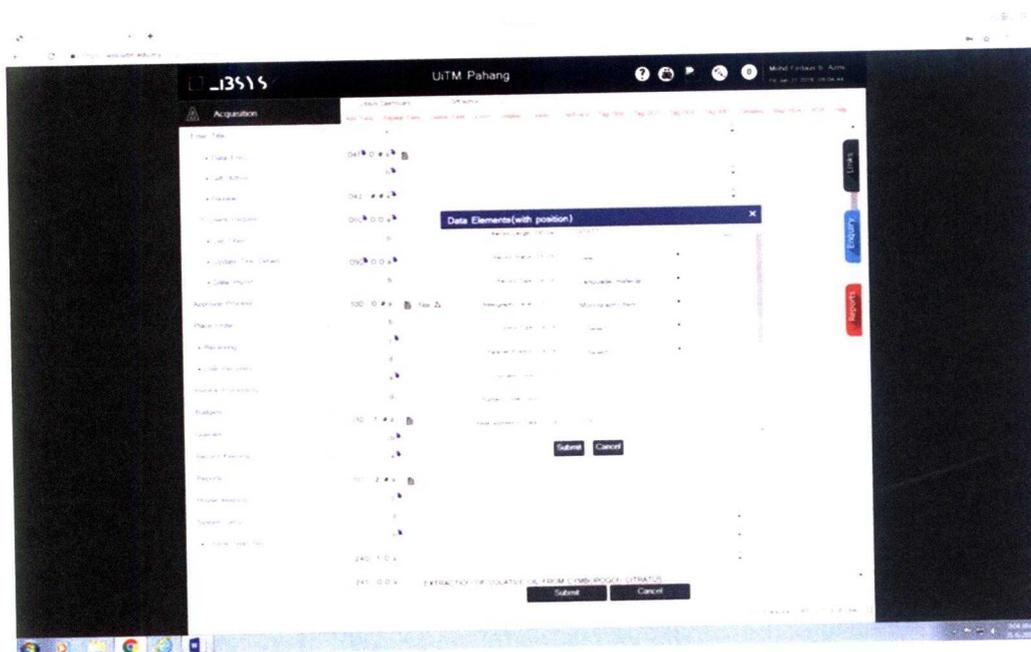


Figure 3.7.3
Leader section

4. complete information bibliographic on tag 008

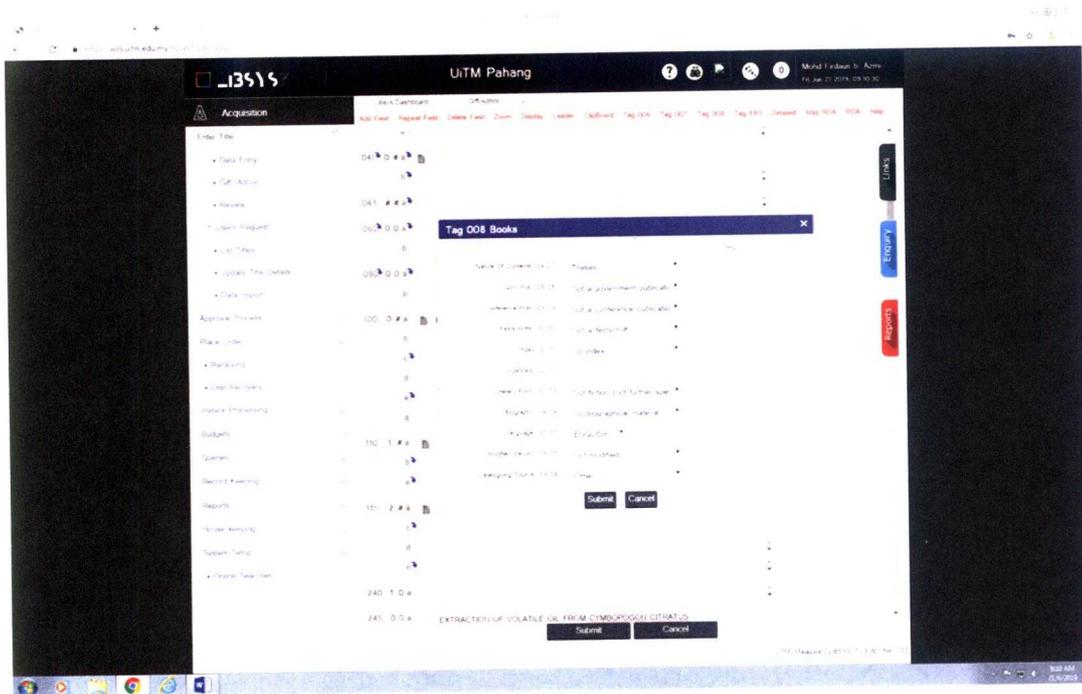


Figure 3.7.8

Tag 008

5. Complete all the bibliographic information using RDA format

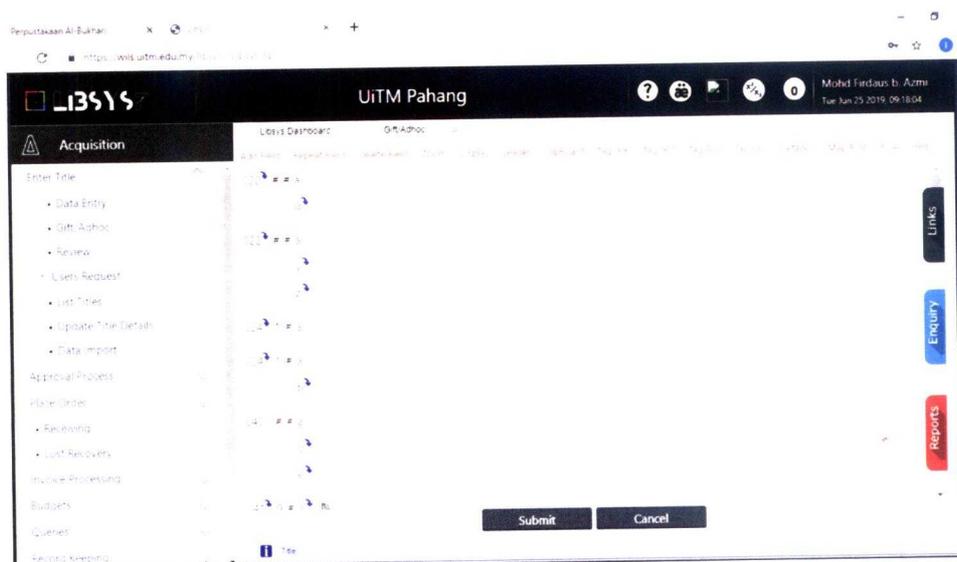


Figure 3.7.9

Bibliographic information

6. Complete information on the thesis received

The screenshot displays the LISYS web application interface for a 'Gift/Adhoc' transaction. The left sidebar lists various acquisition-related functions such as 'Data Entry', 'Gift/Adhoc', 'Review', and 'Approval Process'. The main content area shows the following details:

- Type of Doc: Books
- Title: FATTY ACID PROFILE AS A MEANS OF AUTHENTICATION OF BEESWAX
- Author: Siti Razilah Binti Iskandarlah
- Publisher:
- Pub Year:
- Acq Mode: Gift
- Source: FSG FAKULTI SAINS GUNARANTU
- Copies Recd: Accord on
- Currency: Price
- Invoice No:
- Gifted By: 033309

Additional fields include 'Exchng Rate', 'Date', and 'Post Alpha'. The form concludes with 'Submit' and 'Cancel' buttons. The user's name, Mohd Firdaus b. Azmi, and the date, Tue Jun 25 2019 09:20:34, are visible in the top right corner.

Figure 3.7.10

Thesis information

3.8 Practical Training Details in Journal and Database Units (UJPD)

I had 5 days practical training in this unit. Mr. Alias Bin Manap is the Senior Level Librarian Assistant (S22) for the UJPD unit. He has explained to me thoroughly the role of this unit and the required year. In detail, the tasks to be implemented in the UJPD unit are:

- Helps control the unit's financial allocation
- Handles *Pengurusan Sumber Ilmu Unit* / Collection of Journal Units and Databases
- Carry out magazine and journal binding affairs
- Provide main counter services for Al-Bukhari Library 2
- Perform general library administration tasks.

For the task of helping to control the financial allocation of the unit, it is divided into 3 divisions:

1. Manage the financial allocation of the unit through the allocated or applied allocation from two sources (Student Trust Fund & Management Fund)
2. Implementing magazines and journals quotes from selected suppliers
3. Implement payment processing of magazines and journals to suppliers

For quoting process, Mr. Alias will send a quote via e-mail to the supplier. UJPD is responsible for making the list of magazines and journals to subscribe during the year. There are two suppliers who supply magazines and journals to the Al-Bukhari Library. Supplier will respond to e-mail sent by quoting, then UJPD will review and compare price between both suppliers. Once finished selecting the provider, then the magazine and journal order process is executed.

For the payment process, there are some payment documents that must be provided. The document is the Preparation of Departmental Order (LO), the preparation of PB 3/80 Form and the Goods Receipt Form (GRN).

The UJPD should prepare departmental orders (LO), PB 380 Form, Goods Receipt Form (GRN), invoice and ledger to execute the payment process.

I had the opportunity to attach a safety strip in the new magazine before composing and placing it on a new arrival rack, according to the title of the labelled magazine on the shelf.

In addition, I also learned how annual binding magazines are conducted. Billing process by combining magazine monthly editions during the year. Next, the magazine will be bound and marked with the attached volume attached.

Finally, the magazine will be sent to Unit Volume (UJ) for binding. Mr. Alias is responsible for putting magazines ready to bind on the shelves provided. To facilitate the search process, the shelf has been labelled by magazine name.



Figure 3.8.1

Check out the new magazine title

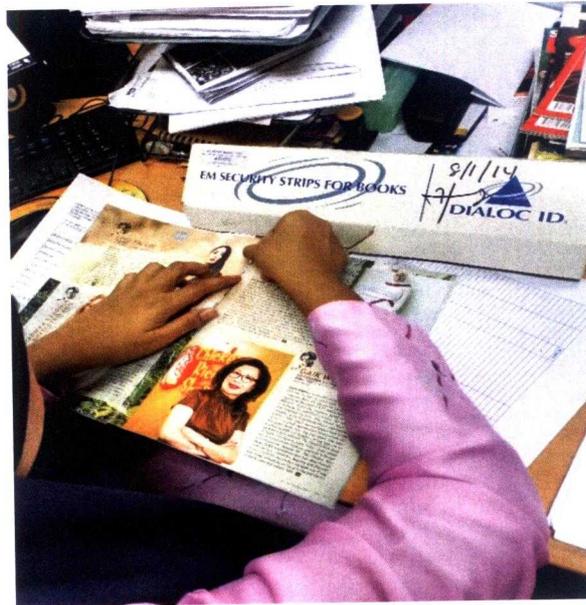


Figure 3.8.2

Pasting the safety strip

3.9 Practical Training Details in Volume Units (UJ)

The last unit I practiced was the Unit Volume under the guidance of Mr. Zainuddin Bin Ghani and Mr. Ibrahim Fikri Bin Yaacob.

On the first day, Mr. Zainuddin Bin Ghani has spoken about the background of Unit Volume (UJ), the objective and the function of this unit in detail.

Next, Mr. Zainuddin introduced me to the machines in Unit Volume. These machines are used in the conservation and preservation of materials and collection.

Binding process

1. Identify the type of volumes
2. Calculates sheet thickness
3. Clearing the sheet
4. Compress the sheet
5. Punch holes on the sheet
6. Stitch sheets
7. Provides skin
8. Stamp the title of the book (stamping)
9. Stitched sheet with skin
10. Compressing the material
11. Process complete

On the second day, Mr. Ibrahim Fikri has shown me the 'hardcover book' bindings process. I had the opportunity to do the process myself.

For this binding process, the first step is to take 50 pieces of paper as an example of a book to be repaired. Next, the paper should be punched by 5 holes. This is to simplify sewing process.



Figure 3.9.1
Makes holes

The next process is to stitch books into 5 holes using side stiches.



Figure 3.9.2
Stich the book

The fourth process is to paste the Simili paper into an end paper on the book. This is to strengthen the grip of the book so it cannot be easily damaged. After that, the cutting process of the Holland board into three parts is the front, middle and back cover. Cutting process using paper cutting machine (Gilotin Machine) to be used as book cover.



Figure 3.9.3
Cutting process

The next process is to cut and paste the Buckrum fabric on the cover of the book. The size of the cut should be larger than the cover of 1.5 cm. After pasting the Buckrum fabric, the book should be attached to a press machine for 25 minutes for a tidy book.

The eighth process, cut brown paper, Multh cloth and head band. Then grab the book and paste the head band on the side of the book up and down. Then paste the Multh cloth followed by brown paper on the side of the book.

Then, glue the glue flat on the cover of the book for patching. After that take once again for neat results.



Figure 3.9.4
Glue process

Finally, the process of stamping title of book using a stamping machine.



Figure 3.9.5
Stamping process

SPECIAL PROJECTS & PROGRAMS

3.2.1 Santai Buku PAB@PWTC

The Read @ Uni themed "With Knowledge We Lead" is the recommendation of the Ministry of Education for the promotion of reading campaigns at all Public and Private Higher Education Institutions from October 1, 2018.

Therefore, the Al-Bukhari Library plans to start this 2019 start to launch the Read @ Uni campaign by bringing students and staff to the Kuala Lumpur International Book Fair 2019 at the Putra World Trade Center (PWTC)

Interested students and staff need to borrow and share reading materials on a link provided by the Al-Bukhari Library as an encouragement for them to read and share the reading materials. They were also asked to share their reading in the Al-Bukhari Library through storytelling. In this way, the library hopes that this reading practice can be nurtured within the individual as well as support the Ministry of Education's campaign.

Objective of the PAB @ PWTC Book

1. The objective of this program is to encourage reading activities among students, lecturers and institutions.
2. Encourage students and staff to make the Library the primary choice for reading materials and reading materials collection in the Library.
3. Encourage borrowing, analysing and sharing public reading materials.

The Santai Buku PAB@PWTC Program is managed by Ms Noraishah Binti Yahya as Deputy Director and assisted by Ms Norashikin Binti Roshid. The program has been in place for one week before the closing date. To participate in the program, there are conditions that apply. Participants who meet all the requirements have been selected as participants to the Kuala Lumpur International Book Fair 2019 at the Putra World Trade Centre (PWTC).

Terms of participation program Santai Buku PAB@PWTC

1. Students and staff who are interested to participate in the visit to Kuala Lumpur International Book Fair 2019 at Putra World Trade Center (PWTC) need to borrow reading materials at the Al-Bukhari Library, at least 5 books.

2. Students and staff must capture pictures in Al-Bukhari Library with borrowed books, uploads and tags on social media such as facebook, twitter and istagram and include hashtags:

#PABmembaca #Malaysiamembaca #uitmmembaca #uitmpahangmembawa

3. Students and staff are required to share a minimum of one borrowed material borrowed on the notified link. <https://bit.ly/santaibukuPABPWTC>

4. Students and staff should share a minimum of one book on the 'Santai Buku' slot at the Al-Bukhari Library on one of the dates: (29 March / 3/5 April 2019). Sharing should be in the form of attractive and relaxing. For two minutes allocated for sharing each reading.

5. The most attractive sharing of readings and meeting all the requirements have a chance to visit the Kuala Lumpur International Book Fair 2019 at the Putra World Trade Center (PWTC)

The program has commenced on March 29 until April 7, 2019. This week the participants can get form at Al Bukhari counter. For material sharing on the link, participants can answer the link provided at <http://bit.ly/santaibukuPABPWTC>. Sharing should be at least one book. Next to the sharing video recording session, participants can continue to come to the Al Bukhari library and the recording session will be performed by En. Khairul Ziad.

A total of 30 students have been selected as participants in the program. They are all selected because they have fulfilled all the requirements. The selection of participants was made by Pn. Nurfarawahidah, Pn. Norfitriah and Miss Noraishah.



Figure 3.1.1

Poster of Santai Buku PAB@PWTC programme

Borang Penyertaan Santai Buku PAB @ PWTC 2019
 Sila Lengkapkan maklumat dibawah:

Nama:	
No ID Staf /Pelajar:	
No. Telefon:	
Kategori Peserta:	Akademik () Pentadbiran () Pelajar ()

Syarat –Syarat Penyertaan:
 Sila tandakan (✓) pada ruangan yang disediakan.

1	WAJIB Pinjam 5 buah buku di PAB	<input type="checkbox"/>
2	"SNAP" gambar bersama buku di dalam PAB	<input type="checkbox"/>
3	"Review" sebuah buku pada link: http://bit.ly/santaibukuPABPWTC	<input type="checkbox"/>
4	Muat naik GAMBAR di media social (f t) bersama #PABmembaca #malaysiamembaca #uitmmembaca #uitmpahangmembaca	<input type="checkbox"/>
5	1 "VIDEO" perkongsian buku akan di slot Santai Buku PAB@PWTC:	<input type="checkbox"/>

KEGUNAAN DIRUSETIA

Sesi 1: 9.00 pagi - 1.00 petang Sesi 2: 3.00 ptg - 5.00 petang
 Nota: Rakaman hanya dibuat di PAB oleh AJR. Teknikal sahaja diterima. Sila hadir awal diatas

Tandatangan _____ Tarikh _____ Masa _____

*Disclaimer: Setiap gambar dan rakaman video program ini akan dimuat naik di Media Social PAB

Figure 3.1.2

Form of Santai Buku PAB@PWTC

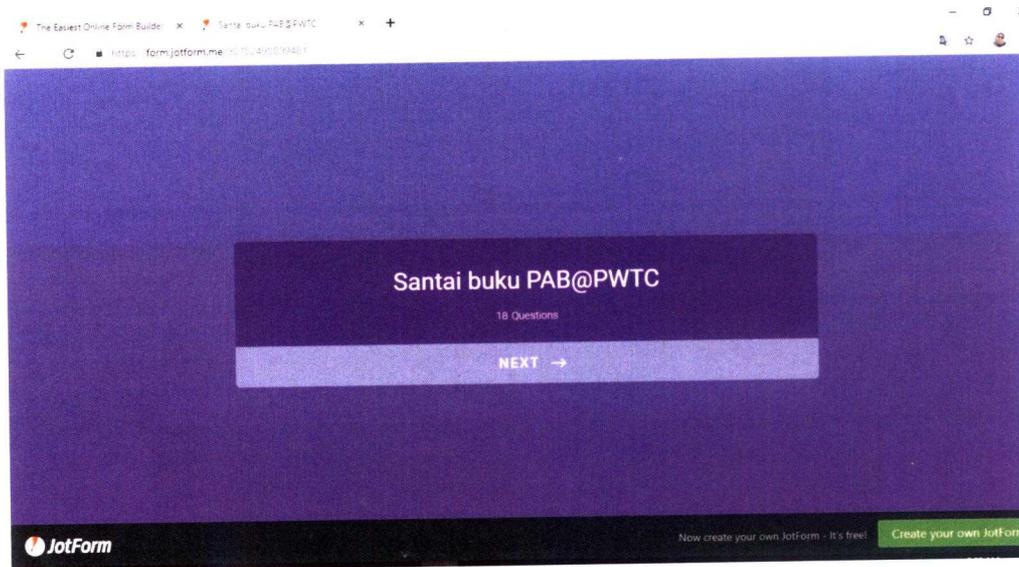


Figure 3.1.3
Website form



Figure 3.1.4
Recording video session



Figure 3.1.5
Participants to KLIBF



Figure 3.1.6
At KLIBF 2019

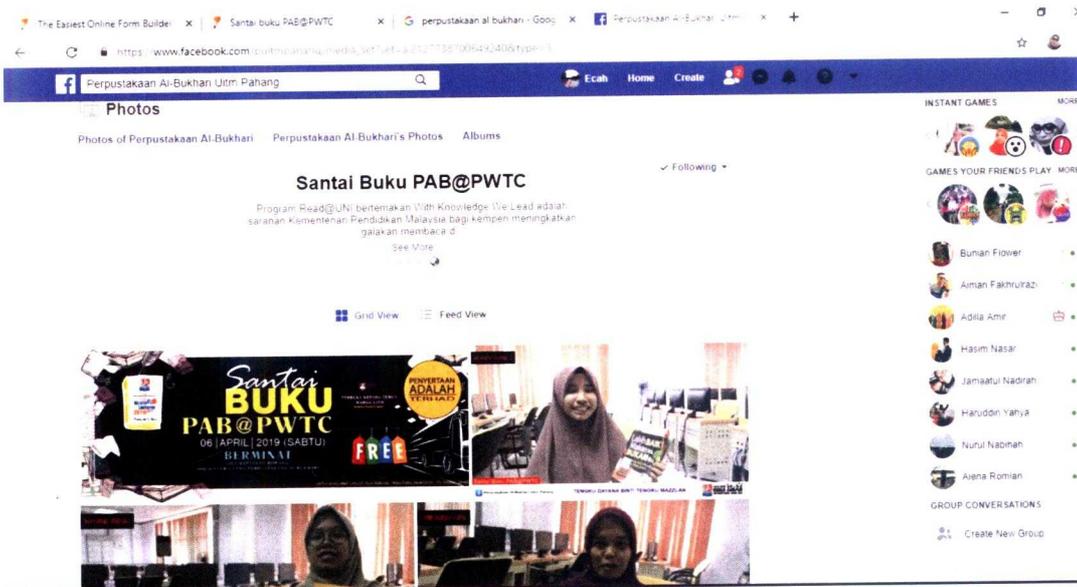


Figure 3.1.7
Video uploaded

https://www.jotform.com/build/702249059441

BUILD SETTINGS PUBLISH Preview Form

Add Form Element +

Tajuk Buku #Buku1 *

← PREVIOUS NEXT →

Nombor ISBN Buku #Buku1 *

← PREVIOUS NEXT →

Pandangan anda tentang buku yang anda baca. #Buku1 *

https://www.jotform.com/build/702249059441

BUILD SETTINGS PUBLISH Preview Form

Add Form Element +

Pandangan anda tentang buku yang anda baca. #Buku1 *

Add a rich text editor to allow respondents to provide feedback on the book and their "Book Review" service. Use & Rich Text Editor to format your text. You can also add images, links, and other content to your text. To learn more about the rich text editor, visit our help page.

Tr B I U Link List Bulleted List Unlink Bold Italic Text Color Background Color

← PREVIOUS NEXT →

Tajuk Buku #Buku2 (jika ada)

https://www.jotform.com/build/702249059441

BUILD SETTINGS PUBLISH Preview Form

Add Form Element +

Drag and drop files here

BROWSE FILES

← PREVIOUS NEXT →

Dimaklumkan terdapat sesi untuk perkongsiaan slot Santai Bersama Buku PAB@PWTC, anda boleh memilih sesi berikut untuk perkongsian bahan *

1. Sesi perkongsian slot Santai Bersama Buku PAB@PWTC pada hari Selasa, 12 Februari 2024, jam 10:00 - 12:00 petang. (Sesi perkongsian slot Santai Bersama Buku PAB@PWTC)

2. Sesi perkongsian slot Santai Bersama Buku PAB@PWTC pada hari Selasa, 12 Februari 2024, jam 1:00 - 3:00 petang.

3. Sesi perkongsian slot Santai Bersama Buku PAB@PWTC pada hari Selasa, 12 Februari 2024, jam 4:00 - 6:00 petang.

← PREVIOUS SUBMIT

Figure 3.1.8
Question in online form

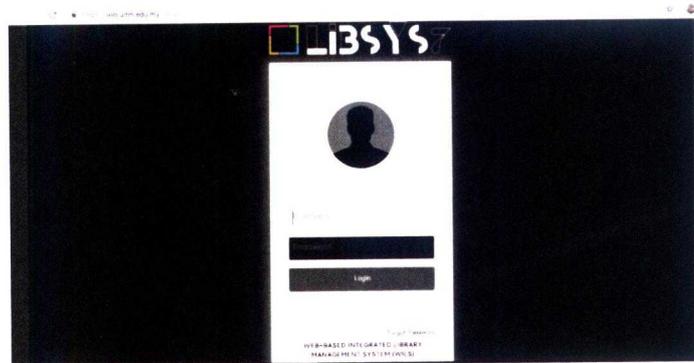
3.2.2 Thesis Cataloguing

For the next special project, I have cataloged in total 74 theses. Original cataloguing has been used to catalog the thesis. For two weeks is intended to prepare this project. The tutor has been given by Mrs. Nurfarawahidah Binti Badruesham.

I have been asked to find the subject (tag 650) for the thesis and then find the call number (tag 090). ClassWeb is used for find the subject and call number. It has been subscribed by UiTM.

Steps to cataloguing thesis:

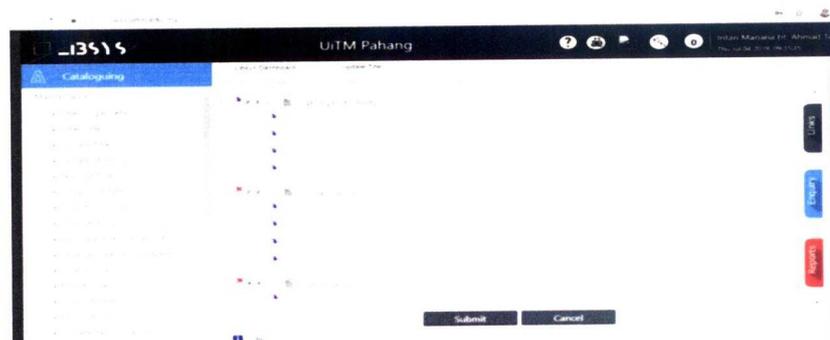
1. Log in into WILS system



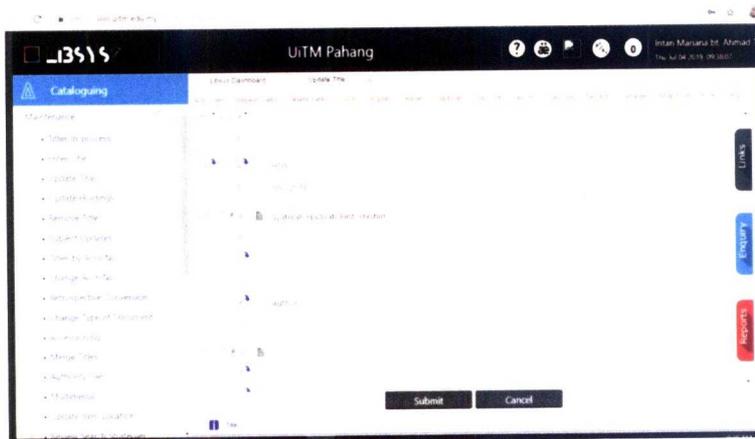
2. Choose cataloguing then update title. Fill the accession number then click submit



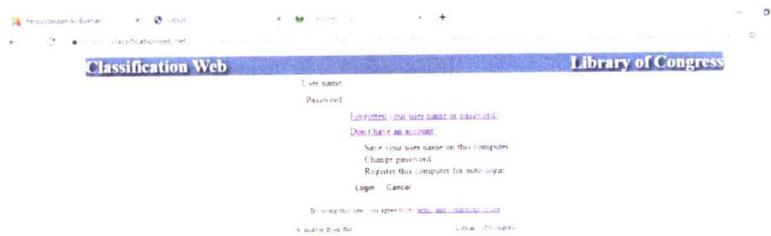
3. Focus on tag 650. Find the relatable subject with thesis



4. Fill the tag 090. Call number is provided through subject



Classification web is used to find the subject and call number



3.2.3 Updating social media: Blog & create Instagram

Nowadays, social media is a platform in promoting life, business and more. Al-Bukhari library can use this social media in order to promote their activity, services provided also upcoming events. I created an Instagram account for Al-Bukhari library and updated the blog entry. This is easier way for user to know Al-Bukhari library activities and get the latest update and also as way to communicate where user can leave the comments.

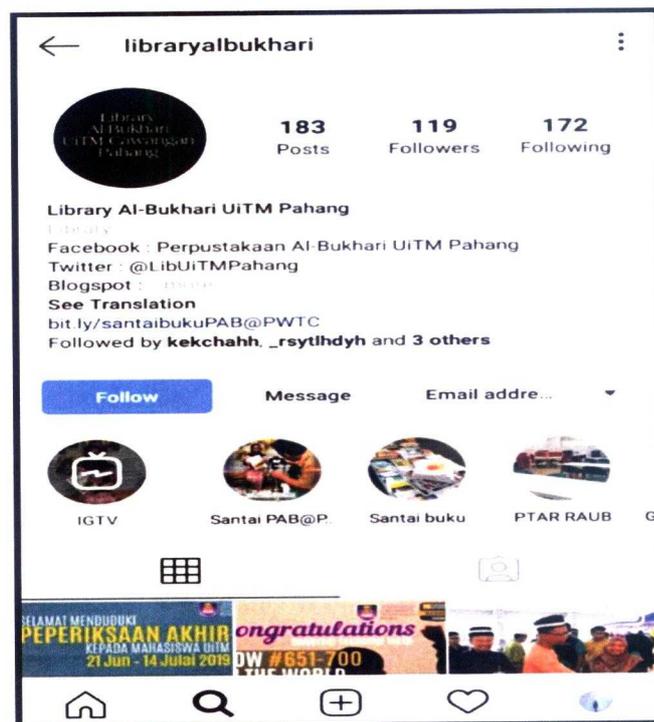


Figure 3.2.3: Blog entry and Instagram

3.3 Additional Project

3.3.1 Let's Read, Share and Go to Big Bad Wolf Book Sales

The Al-Bukhari Library plans to start this 2019 start to launch the Read @ Uni campaign by bringing students and staff to the Big Bad Wolf 2019 Festival held at Universiti Malaysia Pahang. For students and staff who are interested in borrowing, share the reading on the links provided by the Al-Bukhari Library and upload pictures with the books they borrowed in any social media.

Selected participants were brought to UMP Gambang where the book fair was held. The program was held on 7 & 8 March 2019.

Programme's objective

1. The purpose of this program is to intensify reading encouragement activities among target groups, especially students, lecturers and institutional citizens.
2. Encourage students and staff to make the Library a preferred choice for reading materials and reading materials collection in the Library.
3. Promote the activity of borrowing, analyzing and sharing public reading materials.

Let's Read, Share and Go to The Big Bad Wolf Book Sales has been held for two days on 7 & 8 March 2019. Two buses are provided to bring participants and staff to the book fair at UMP, Gambang.

The selected participants must meet the following requirements:

1. Participants who are interested in participating must borrow books at the Al-Bukhari Library, at least 5 books.
2. Students and staff must capture pictures in Al-Bukhari Library with borrowed books, uploads and tags on social media such as facebook, twitter and istagram and include hashtags.

#uitmread #uitmmembaca #uitmpahangread #readuni #PABread #PABmembaca

3. Students and staff are required to share a minimum of two readings borrowed on the link being notified.

A total of 56 students have been selected as participants. On the first day (Thursday) a total of 26 participants and on the second day (Friday) a total of 30 participants were brought to Big Bad Wolf 2019 Festival, UMP Gambang.



Figure 3.3.1: Participants who were elected to Big Bad Wolf Book Fair 2019

3.3.2 Leisure Books Exhibitions read @ Uni

The Al-Bukhari Library in collaboration with practical students has created an exhibition space for casual reading material known as Leisure Books read@Uni. The exhibition is aimed at encouraging students to read various types of reading. Not only can you increase your knowledge but also reduce the amount of stress you have to learn all day by reading a casual reading

Exhibits consist of various genres of books such as Malay Fiction Novels, English Fiction Novels, motivational books, religious materials, recipes, tailoring books, fashion books, health books, tips books, healthy booklets.



Figure 3.3.2:
Leisure Books Exhibitions

3.3.3 Women's Day Celebration Exhibition

In conjunction with the Women's Day celebrations on 8 March 2019, practical students and the Al-Bukhari Library have held an exhibition corner to honour women. The exhibition lasted for one month. There are various women-themed materials available. visitors can read and borrow the reading material.



Figure 3.3.3

Women's Day Celebration Exhibition

3.3.4 International Forest Day Celebration Exhibition

On March 23, 2019, the International Forest Day celebration was held. Practical students and the Al-Bukhari Library have provided book-related forest exhibitions as a sign of support and encouraging UiTM Pahang staff to read.

This exhibition is encouraging for visitors to recognize and appreciate the forests in our country. In addition, this exhibition is expected to increase the knowledge of visitors to the forest and nature of flora and fauna.



Figure 3.3.4

International Forest Day Celebration Exhibition

3.3.5 Motivational Leadership Program for Sk. Jengka Pusat 2

Motivation Leadership Program for SK Jengka Pusat 2 was held on April 12, 2019. A total of 94 participants comprising the school prefect, class monitor and BOSS leader, participated in the program.

This motivational program with the theme of "Leaders are Learners", which aims to foster a sense of responsibility and good values by a leader. In addition, the program also forms the general knowledge that a leader need.

Among the modules in this LDK program are ice-breaking and motivational slots with Mrs. Nurfarawahidah Binti Badruesham.

Facilitators are from staff Al-Bukhari Library and practical students. students are divided into 10 groups and each group is provided with two facilitators. Leadership activities are conducted within the respective groups.

This activity is more focused on the self-development of participants as a responsible person in leadership, emphasizing the concept of knowledge and manners as leaders who need to be nurtured with the spirit of reading as early as elementary school.

Group Training Module (LDK):

LDK 1: Team Formation

LDK 2: Roles & responsibilities of a leader

(Activity 1: HEADLINE AS LEADER; Activate 2: DEAL or NO DEAL?)

LDK 3: Let's READ; With knowledge, We LEAD !!

3.3.6 Make Over Library at Sekolah Bimbingan Kasih, Chow Kit

Make Over Library at Sekolah Bimbingan Kasih, Chow Kit is one of the corporate social responsibility programs organized by the Al-Bukhari Library. The program also focuses on collaboration from JPK College UiTM Pahang Branch Jengka Campus. The program was held on April 13, 2019 involving Al-Bukhari Library staff, practical students and members of the JPK College.

This program is one of the slots in the program "CARE TO SHARE; WITH KNOWLEDGE, WE LEAD!"

Among the activities carried out are:

- Slots Create School Resource Center by Al-Bukhari Library and its students
- Group Training Slot (LDK) with UiTM Student Pahang Branch, Jengka Campus consisting of college student leaders and PEERS. This LDK emphasizes the aspects of knowledge and skill is among the values that the younger needs to master in this life. This LDK session is more special with the cooperation of a Professional Coach from Training Consultant UiTM Alumni.
- Explorace Slot "Learning is FUN" which includes reading, counting and collaboration sessions among siblings as well as increasing the interest of siblings to read at school level again.

By running this program, hopefully with the efforts of Jpk Tok Gajah with the cooperation of Al-Bukhari Library, JPK KMK 1 & 2, this will encourage the children's interest and continue to gain knowledge and skills better.

3.3.7 English @PAB

On April 17, 2019, the English Language Program by Jengka Pusat Kebangsaan 2 was held at the Al-Bukhari Library. With a total of 36 students from the English language association. The theme for this program is "Explorace Learning is Fun: with knowledge, we Lead!".

This program is one of the initiatives of the Al-Bukhari UiTM Pahang Library in mobilizing school reading campaigns in more interactive medium. Additionally, the program exposes the importance of English and implements its use in learning activities.

This program involves the staff of the BAO as well as practical students as a facilitator. Explorace in the form of English activities is held to attract participants.

Among the activities available in Explorace:

- Let's make sentences
- Draw and guess
- Reading
- Memories the spelling
- Calouring



Figure 3.3.7

Participants English@PAB

3.3.8 We Hear We Concern Program, With Knowledge we Lead @ BJCK

A corporate social responsibility program organized by the Entertainment of muslim art club (EAC) and Al-Bukhari Library UiTM Pahang Branch Jengka Campus, UHEI and Faculty of Accountancy. The program was held on April 26, 2019.

The program aims to emphasize the importance of general knowledge such as reading, counting and reviewing children.

Among the interesting activities held are:

- Explorace Slot "Learning is FUN" which includes reading, counting and collaboration sessions among siblings as well as increasing the interest of siblings to read at school level again.
- The study program recognizes tajwid by Muslim Art Club, fostering the spirit of sister reading and loving Qur'an.
- Touch up BJCK mini library by the BAA team and practical students.



Figure 3.3.8
Library make over team

3.3.10 Hari Raya Celebration

On June 20, 2019, UiTM Pahang Campus Jengka organized a Perdana Hari Raya celebration 2019. The Al-Bukhari Library provided food consisting of fruits like melons, oranges and bananas. The prestigious food stall competition was also held. The Al-Bukhari Library with the theme of Buah Hati Pujaan Kanda has won fifth place at the event.

Practical students and staff work together to decorate the booth with fern theme. On the occasion of the celebration, practical staff and students together to cut fruits and send them to the reception hall at the Counselling and Career Unit hall.



Figure 3.3.10

Hari Raya celebration

3.3.11 The read@Uni exhibition

On June 24, 2019, a read @ Uni exhibition was held at the main hall of the Al-Bukhari Library. The exhibits have gathered a variety of casual reading materials for visitor reading. The exhibition is aimed at supporting the Ministry of Education's wish to revive the National Reading Campaign from 2018 to 2020 and create decades of reading 2030.



Figure 3.3.11
The read@Uni exhibition

3.3.12 Hari Raya Celebrations and Practical Students Farewell Ceremony

On June 27, 2019, the Al-Bukhari Library held a celebration of feast day and a practical separation ceremony. The ceremony was held to celebrate the month of Syawal and also a token of appreciation to practical students who will end the industrial training on June 30, 2019.



Figure 3.3.12

Hari Raya Celebrations and Practical Students Farewell Ceremony

4.1 Industrial training reflection

By undergoing industrial training at the Al-Bukhari Library for a period of five months, the various knowledge and skills I have acquired. I can apply the knowledge I learned in the classroom and practice it here. For example, I have studied the subject of the Organization of Information Management such as Descriptive Cataloguing (IML 507), the subject of Cataloguing and Classification (IML 555), Abstracting and Indexing (IML 605), and Computerized Cataloguing in the classroom. The subjects I have learned in the classroom, are closely related to what I learned while undergoing industrial training. I can see and feel the scope of the real librarian's job. I have the opportunity to catalog books, theses, and newspaper sections with the help of staff here. I have also learned the shelving technique and shelf reading properly. By undergoing industrial training, my skills in the field of librarian's work are increasing.

4.1.2 Communication Skills

I believe the right way of communicating is essential in the work world. By undergoing industrial training, I have learned the techniques of communicating properly and effectively. Various types of users of Al-Bukhari library consisting of students, lecturers, UiTM staff, suppliers and so on. Services and communication should be provided equally.

Communication skill is important when I am a Deputy Project Director 2. The special project I work with, requires me to communicate with many participants. The information presented should be clear and easy to understand by all. I communicated face-to-face with

participants and also in cyberspace. As a project operator, good communication skill is required so that we continue to be respected by all.

In addition, I am also given the opportunity to be one of the facilitators for leadership programs for primary school students from SK Jengka Pusat 2. Communication styles should be relaxed so that they understand the motivation which is trying to convey

Communication skills have always been improved as I underwent practical training in the UPPPK, USTM and UPM units. Being in the unit, I am required to interact with the customer. I also learned how to communicate through telephone calls, wherein the messenger always makes the order of the meeting room and IT room through the telephone call.

4.1.3 Program management

The Al-Bukhari Library is actively organizing programs either inside the library or outside. I used the opportunity to learn how to manage the program. I learned from the process of preparing paper work so as to handle the actual program. During the process many new skills I learned.

I was given the opportunity to plan and handle several programs. Each program has different participants comprising university students, high school students and primary school students. Each of them gives me different experience and skills, where the activities to be carried out should be appropriate to the age level of participants.

4.1.4 Shelving

The activities that staff are obliged every morning are Shelving and Shelf reading. The activity of compiling the book is done for 30 minutes before the operation of the library begins. Each staff is given a number of shelves and should be responsible for maintaining

the safety of the book. Books should always be in orderly. This is to facilitate search by the user.

Normally, the number of books to be prepared will increase when the examination season starts. Therefore, staff activities can take up to 9:00 am for Shelving and Shelf activities.

I'm also no exception to perform this activity. I have been assisted Mr. Saidi to compile books. He has shown how to organize books in the Al-Bukhari Library quickly and in order. I run this task every morning.

4.1.5 Cataloguing

The most important skill of a librarian is to catalog the material. During the course of industrial training at the Al-Bukhari Library, I had the opportunity to improve the skills of cataloguing materials such as books and theses. Learning in theory is inadequate as long as it does not do the process itself. I have been fully disclosed about the cataloguing process conducted by the Al-Bukhari Library.

I have learned how to catalog the book while at the Bibliographic Development & Technical Development Unit (UPBPT) and then learn how to catalog the thesis while in the Information Services Unit (UPM).

To catalog the book, Copy Cataloguing is used where I need to refer to the first UiTM organization or library that catalogs the book. I have referred to OPAC UiTM Library, World Cat and OhioLink Web site for information about the book.

Subject matter is an important element. This is to get a call number for placing books on shelves. I have learned how to define the subject matter I have been taught to use the Classification Web site. This method is more efficient for getting the appropriate subject.

4.2 Personal views and opinions

In my view, Al-Bukhari Library, UiTM Pahang Branch, Jengka Campus is a conducive academic library. In addition to having all the complete units, the Al-Bukhari Library also has dedicated and dedicated staff and support staff. With this, library management affairs are smooth and perfect.

I feel lucky to be accepted for industrial training here. The duration of five months is sufficient for me to acquire as much knowledge and skills as possible here. In fact, I agree that this subject is indispensable for students to prepare themselves for the real world of work. For me, industrial training is a place for students to gain experience, improve their skills and also market themselves to be more prepared in the workforce.

In order to produce quality industry training, the industry and practical students should be together with a good commitment. Practical students should pay attention and focus while practicing in all units. Always add new skills acquired during practical training. In addition, the industry also needs to give a high commitment in the implementation of practical training. Provide opportunities and guidance for students to carry out assignments across all the units involved.

In conclusion, as a Bachelor of Science in Library Management Information, the timeframe given to students undergoing practical training is desirable. This subject is needed by every student to prepare before entering the workplace.

4.3 Positive values

Not only did I gain much knowledge and new skills, but I also received positive teaching and value during my industrial training at the Al-Bukhari Library. I gained lessons such as leadership spirit, teamwork, communication and public relations, time management as well as self-confidence.

4.3.1 Leadership spirit

I have the opportunity to hone the spirit of leadership while here. I was given the opportunity to manage the *Santai Buku PAB @ PWTC* program where I rarely had the opportunity to do so. I realize that I am a leader not only to work but to do the task together to ensure that every task is working smoothly.

Leadership spirit must be present in every student. With this spirit, individuals will be more confident, competitive and respected.

4.3.2 Teamwork

The value practiced by each staff here is to work together. I can see that every program held at the Al-Bukhari Library has always been supported by all staff. Discussions are always in place to get the best results. All staff will contribute ideas or energy to a program. They will share the same great programs as well as small activities such as gotong-royong and banquets. I also have the opportunity to join them every time the program is held. The value of collaboration needs to be applied to maintain harmony in the workplace.

4.3.3 Communications and public relations

Communication is important to convey information accurately and intelligently. Communication skills and public relations need to be in every individual who works. With good communication, one will better understand what is being said. This can avoid misunderstanding and dissatisfaction by others when receiving work orders.

By managing the *Santai Buku PAB@ PWTC* Program I learn how to communicate properly as a way of communicating with participants so they understand the terms of participation and also deal with the superior to apply for program approval. I see with good communication, the program can run smoothly within the specified time frame.

4.3.4 Time management

As a practical student, I also need to punch card as proof of timely attendance to the workplace. I must arrive at work before 8:00 am like other staff. It teaches me to be wise in managing time and discipline. In case of delayed disciplinary action will be imposed.

Additionally, I also learned time management through program programs. Every task for the program must be completed immediately. Time management is important for every individual.

4.3.5 Self Confidence

During my industrial training at the Al-Bukhari Library, my self-esteem grew. Frequently faced with the user at the main counter and also running the program makes me more confident talking in front of the crowd.

I also have the opportunity to be a facilitator. Getting along with students from other schools and pursuing a charitable program makes me confident and brave. Every student should have high self-confidence to success.

4.4.1 Limitations

While undergoing industrial training at the Al-Bukhari Library, I more focus to the cataloguing unit. Most of the time during industrial training is spent there. Meanwhile, in Technology unit, I only learn how to key in student data into the CLIS system. I should spend more time there to learn more about system

4.4.2 Recommendation

To address the limitations, the schedule for industrial students can be change to be more specific where time should be divided equally for entire department.

4.4.3 Conclusion

I can conclude that industrial training is very important to students. This is because, students can practice the skills learned in the classroom and apply them effectively. Students can see and feel the way they work.

In addition, industrial training is also a branch to build student self-esteem before pursuing a real job environment. Industrial training has given an early exposure on the job spots to prepare students in the realm of work.

By undergoing industrial training at the Al-Bukhari Library, I can find out all the important aspects of employment in the librarian industry. I can increase my confidence and improve the way I communicate with people. I was also lucky to have the cooperation and guidance from the staff here.

Industrial training becomes value added to students. This is because, at present to get a job in any company, the individual must have the skills on the job being applied. By undergoing industrial training, individuals are more susceptible to the skills of the position being applied.

Reference

Perpustakaan Al-Bukhari UiTM Pahang. Retrieved from
<http://library.pahang.uitm.edu.my/v1/index.php>

Appendices

1. Santai Buku PAB@PWTC
2. Thesis cataloging
3. Attendance
4. Certificated



**KERTAS KERJA PERMOHONAN LATIHAN/ KURSUS/ BENGKEL:
UNIVERSITI TEKNOLOGI MARA CAWANGAN PAHANG BAGI TAHUN 2019**

1.	Nama Program	Program "Santai buku PAB@PWTC" dan lawatan ke Pesta Buku Antarabangsa Kuala Lumpur 2019 di Pusat Dagangan Dunia Putra (PWTC)
2.	Pengenalan	<p>Program Read@UNI bertemakan With Knowledge We Lead adalah saranan Kementerian Pendidikan Malaysia bagi kempen meningkatkan galakan membaca di semua Institusi Pendidikan Tinggi Awam dan Swasta bermula 1 Oktober 2018.</p> <p>Justeru itu, Perpustakaan Al-Bukhari merancang untuk permulaan tahun 2019 ini untuk memulakan kempen Read@Uni ini dengan membawa pelajar dan staf ke lawatan ke Pesta Buku Antarabangsa Kuala Lumpur 2019 di Pusat Dagangan Dunia Putra (PWTC)</p> <p>Pelajar dan staf yang berminat perlu meminjam dan berkongsi bahan bacaan yang telah dibaca pada satu link yang disediakan oleh pihak Perpustakaan Al-Bukhari sebagai galakan mereka membaca dan berkongsi bahan bacaan berkenaan. Mereka juga diminta untuk berkongsi bacaan di Perpustakaan Al-Bukhari melalui kaedah bercerita. Dengan cara ini, perpustakaan berharap supaya amalan membaca ini dapat dipupuk dalam diri individu sekaligus mendokong kempen Kementerian Pendidikan Malaysia ini.</p>
3.	Objektif	<ol style="list-style-type: none">a. Objektif program ini adalah untuk mempergiatkan aktiviti galakan membaca di kalangan kumpulan sasaran khususnya mahasiswa, pensyarah dan warga institusi.b. Mengalakkan pelajar dan staf menjadikan Perpustakaan sebagai pilihan utama untuk pencarian bahan bacaan dan membaca koleksi bahan di Perpustakaan.c. Mengalakkan aktiviti meminjam, menganalisis dan berkongsi bahan bacaan kepada umum.
4.	Tempat	Pusat Dagangan Dunia Putra (PWTC)

5.	Tarikh & Tempoh	Tempoh Program: 29 Mac - 6 April 2019 (perkongsian bahan di link) Tarikh ke PWTC: 6 APRIL 2019 (Sabtu) Masa: 8.00 pagi – 5.00 petang.
6.	Implikasi Kos	Pengangkutan 2 buah Bas. (Tanpa Sebarang Kos)
7.	Pengendalian Aktiviti	Langkah:- <ol style="list-style-type: none"> 1. Pelajar dan staf yang berminat untuk menyertai lawatan ke Pesta Buku Antarabangsa Kuala Lumpur 2019 di Pusat Dagangan Dunia Putra (PWTC) perlu meminjam bahan bacaan di Perpustakaan Al-Bukhari, sekurang-kurangnya 5 buah buku. 2. Pelajar dan staf hendaklah menangkap gambar di dalam Perpustakaan Al-Bukhari bersama buku yang telah dipinjam, muat naik dan tag di media sosial seperti di facebook, twitter dan instagram dan sertakan hashtag. #uitmread #uitmmembaca #uitmpahangread #readuni #PABread #PABmembaca 3. Pelajar dan staf diminta untuk berkongsi minimum satu bahan bacaan yang dipinjam pada link yang dimaklumkan. 4. Pelajar dan staf perlu berkongsi isi kandungan minimum satu buku pada slot 'Santai bersama buku' di Perpustakaan Al-Bukhari pada salah satu tarikh: (29 Mac / 3/ 5 April 2019). Perkongsian hendaklah dalam bentuk menarik dan santai. Selama dua minit diperuntukkan untuk perkongsian setiap bacaan (1 buku). 5. Pelajar dan staf juga diminta untuk menggunakan seberapa banyak perkhidmatan yang terdapat di Perpustakaan Al-Bukhari seperti pinjaman buku, chat with librarian, online database dan lain-lain. 6. Perkongsian bacaan paling menarik dan memenuhi segala syarat yang ditetapkan berpeluang untuk menyertai lawatan ke Pesta Buku Antarabangsa Kuala Lumpur 2019 di Pusat Dagangan Dunia Putra (PWTC)

Disediakan oleh

NORAISHAH BINTI YAHYA

Pengarah projek 2

Santai Buku PAB@PWTC

Tarikh: 15 Mac 2019

Disemak oleh

NURFARAWAHIDAH BINTI BADRUESHAM

Pengarah projek

Santai Buku PAB@PWTC

Tarikh: 15 Mac 2019

Diluluskan oleh

ROSNITA BINTI HJ. JA'AFAR

Timbalan Ketua Pustakawan

Perpustakaan Al-Bukhari

UiTM Cawngan Pahang Kampus Jengka

Senarai Ahli Jawatankuasa Program

Penasihat 1	Puan Rosnita Binti Ja'afar
Pengarah Program	Puan Nurfarawahidah Binti Badruesham
Timbalan Pengarah Program	Cik Noraishah Binti Yahya
Setiausaha Program	Puan Intan Mariana Binti Ahmad Taupek
Ahli Jawatankuasa Promosi	Puan Norfitriah Binti Mat Seman (Ketua) Puan Noor Azliza Binti Aziz Encik Mohd Ismail Bin Zanudin Encik Roshairi Bin Che Razali
Biro Teknikal dan Logistik	Encik Khairul Ziad Bin Hasbullah (Ketua) Encik Hasmadi Bin Hasan Encik Mohd Saidi Bin Mohamed Ali
Ahli Jawatankuasa Perkongsian Bahan	Encik Mohd Nasir Sabri Bin Ibrahim (Ketua) Encik Mohd Sahrin Bin Husin Encik Razali Bin Mat Sabu Puan Sabariah Binti Ismail
Biro Program Santai bersama BUKU@PAB	Encik Ahmad Fadhil Bin Mohamad Yusof (Ketua) Encik Alias Bin Manap Encik Mohd Firdaus Bin Azmi Encik Ibrahim Fikri Bin Yaacob Encik Wan Rosli Bin Wan Rajab Puan Wan Rozita Binti Wan Alwi Puan Suhaina Binti Ibrahim

SENARAI NAMA PESERTA PROGRAM PAB @ PWTC 2019

06-Apr-19

	NAMA	NO. PELAJAR	NO. TEL	CATATAN
	SITI NURAI SYAH BINTI KAMARULZAMAN	2017635178	0197190422	LENGKAP
	AZLIN FARHANA BINTI AZMI	2018265944	0139412090	LENGKAP
3	ERMA AISYAFIKA BINTI SHARUDDIN	2019361717	0165673258	LENGKAP
4	HAFWANIS BINTI AWANG	2019336733	0179275651	LENGKAP
5	SITI AISHAH BINTI MD SOBARI	2019260736	019620647	LENGKAP
5	SITI ZULAIKHA BINTI SULAIMI	2018422376	0193455061	LENGKAP
7	NUR FATIN BINTI RAMLI	2018407448	0169028714	LENGKAP
3	NUR NAZIATUL ASHIKIN BINTI MOHD YUSNAIZI	2018270586	0197093912	LENGKAP
3	NUR FATEHAH BINTI AMIN NUDDIN	2017211264	01133420843	LENGKAP
0	NUR ZAIHYAN BINTI MAHMOOD	2017677864	01126919781	LENGKAP
1	NORIEZIANA BINTI MOHD NOH	2017677888	01113037494	LENGKAP
2	AISYA AMEERA BINTIN RAMLY	2017881984	0175996383	LENGKAP
3	SYARIFAH NURFATINI BINTI SYED ABDILLAH	2017651614	0179056530	LENGKAP
4	MUHAMMAD SYAHRUL YAZREEN BINTI MAZZRI	2018429678	01110976269	LENGKAP
5	TENGGU DAYANA BINTI TENGGU MAZZLAN	2017651838	0197418159	LENGKAP
5	NOR SYAZA SYAHIERA BINTI KHAIDZIR	2017183649	0175636724	LENGKAP
7	NORAZWANNIE BINTI EDDIE OSMERA	2017163755	0136135722	LENGKAP
8	INTAN ZULSYAWANI BINTI ZULKIFLI	2016455494	0109783478	LENGKAP
9	NUR MAISARAH BINTI MOHAMMAD NAZRI	2016616618	0137899591	LENGKAP
0	NUR ATHIRAH AUNI BINTI MOHAMAD NAZIR	2016471956	0148700586	LENGKAP
1	MOHAMAD YAZID BIN MOHAMAD AZMI	2016472134	0142575045	LENGKAP
2	NORISKI INDRAYANA BINTI NOH	2017656988	0136071493	LENGKAP
3	NURFATTIN ELLINA BINTI SUHAIMI	2017679336	0127446393	LENGKAP
4	NUR FARHANA HANUM BINTI MOHD RAFI	2017656996	0197429753	LENGKAP
5	NUR RAZANI AMALIA BINTI ABDUL RAZAK	2017656998	0136938906	LENGKAP
6	NUR HANISAH BINTI ROSLAN	2017656994	01114871575	LENGKAP
7	NOR SAHIRA SYAKILLA BINTI MD YUSOP	2018298064	0199947479	LENGKAP
8	NURUL AQILLAH BINTI ABDUL RAZAK	2018224108	0169611108	LENGKAP
9	NOOR HAZIMAH BINTI AB HALIM	2016105215	0178261319	LENGKAP
0	NUR ATHIRAH AFIFAH BINTI ZAKARIA	2018259786	0145142126	LENGKAP

REKOD THESIS

NAMA: NORASHAH BINTI YAHYA

BIL	ACCESSION NO	CONTROL NO
1	1003901	HD57.S93 2018
2	1003903	HD66.N43 2018
3	1003904	
4	1003906	HD7225.A3.N43 2018
5	1003905	
6	1003907	HD57.A65 2018
7	1003908	HD57.7.M74 2018
8	1003909	HD57.N35 2018
9	1003910	HD66.S27 2018
10	1003911	HD57.H34 2018
11	1003912	HD4904.25R35 2018
12	1003913	HD4904.25R33 2018
13	1004187	HF5549.5.M63.W43 2018
14	1004188	HF5549.5.M63.T35 2019
15	1004191	BF576.S25 2019
16	1004197	BF576.S68 2019
17	1004198	BF576.S68 2019
18	1004200	BF576.S68 2019
19	1004202	HF5549.5.J63.N79 2019
20	1004217	HD5715.N59 2019
21	100421	
22	1004220	HD505.N33 2019
23	1004221	HD4928.N6.N79 2019
24	1004224	HF5549.5.J63.N87 2019
25	1004225	HD4928.N6.N33 2019
26	1004226	HD58.82.N87 2019
27	1004227	HD50.5.N43 2019
28	1004228	BF576.N48 2019
29	1004229	HD58.82.N56 2019
30	1004242	HF5549.5.J63.N39 2019
31	1004243	HF5549.5.M63.N43 2019
32	1004244	HD57.7.M35 2019
33	1004245	BF576.M45 2019
34	1004246	HD58.82.M43 2019
35	1004247	HD6053.I99 2019
36	1004248	HM1261.F38 2019
37	1004249	HM1261.F58 2019
38	1004250	HD50.5.A45 2019
39	1004251	HF5549.5.J63.A75 2019
40	1004252	HD6053.A45 2019
41	1004253	HD6053.A36 2019
42	1003881	BF311.W58 2017
43	1003882	QP105.R58 2017
44	1003883	GV837.M35 2017
45	1003884	LB1027.47.N79 2017

46	1003885	QP303.M43 2017
47	1003886	GV452.M34 2017
48	1003887	HM1261.I37 2017
49	1003888	GV749.H45 2017
50	1003889	GV361.F35 2017
51	1003890	
52	1003891	QP751.A35 2017
53	1003791	GV709.A95 2015
54	1003759	GV697.S93 2015
55	1003763	RD771.B217.M43 2015
56	1003797	QP113.A96 2015
57	1003798	
58	1003798	GV1065.N43 2015
59	1003799	GV711.M36 2015
60	1003800	GV951.7.M39 2015
61	1003801	GV461.M55 2015
62	1003807	
63	1003808	LB1060.N35 2015
64	1003809	RA781.N33 2015
65	1003810	GV847.N43 2015
66	1003811	BF441.N43 2015
67	1003812	GV481.N56 2015
68	1003814	GV940.M34 2015
69	1003815	RM721.M33 2015
70	1003816	QP113.L54 2015
71	1003817	QP572.T4.I99 2015
72	1003818	BF575.S75.A33 2015
73	1003849	RA781.63.W98 2018
74	1003851	GV1017.H2.W43 2018



UNIVERSITI
TEKNOLOGI
MARA

Sijil Penghargaan

Dengan ini mengesahkan bahawa

NOR AISHAH BNTI YAHYA
2015105769

telah mengikuti
Program Latihan Industri
Sarjana Muda Sains Maklumat (Kepujian)
Pengurusan Perpustakaan

pada
01 Februari 2019
hingga
30 Jun 2019

di
Perpustakaan Al-Bukhari
UiTM Cawangan Pahang Kampus Jengka



Lto



Surat Kami : 100-UiTMKPH(PRP.30/2)
Tarikh : 26 Mac 2019

Cik Noraisyah Binti Yahya

Pelajar Praktikal
Perpustakaan Al-Bukhari
UiTM Cawangan Pahang, Kampus Jengka
26400 Bandar Jengka
Pahang Darul Makmur

Assalamualaikum Warahmatullahi Wabarakatuh dan

Puan

PENGHARGAAN DAN TERIMA KASIH

Dengan hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa program "Santai Buku PAB@PWTC" telah direalisasikan pada 06 April 2019.

3. Sehubungan itu, pihak Perpustakaan Al-Bukhari amat berbesar hati dan merakamkan jutaan terima kasih di atas penglibatan puan sebagai **Timbalan Pengarah Dua (2)** bagi program tersebut. Kerjasama puan amatlah dihargai dan dirakamkan jutaan terima kasih.

Sekian. Wassalam.

Yang benar

ROSNITA BINTI JA'AFAR
Timbalan Ketua Pustakawan
UiTM Cawangan Pahang



Ruj. Kami : 100-UITMKPH(PT.31/2)
Tarikh : 29 Mac 2019

Noraishah bt. Yahya
Pelajar Latihan Industri

Assalamualaikum Warahmatullahi Wabarakatuh

Saudari

PELANTIKAN SEBAGAI AHLI JAWATANKUASA KAJIAN PENGESANAN GRADUAN & SOALSELIDIK KEPUASAN PELANGGAN

Perkara di atas dengan segala hormatnya adalah dirujuk.

2. Sukacita dimaklumkan saudara adalah dilantik sebagai Ahli Jawatankuasa Kajian Pengesanan Graduan & Soalselidik Kepuasan Pelanggan bagi Istiadat Konvokesyen Universiti Teknologi MARA, UiTM Cawangan Pahang mulai 01 April 2019 hingga 31 Mac 2021.

3. Kesudian saudara menerima pelantikan ini amatlah dihargai dan didahului dengan ucapan jutaan terima kasih.

Sekian. *Wassalam*

Yang benar

MOHD AMLI BIN ABDULLAH @ BAHARUM
Ketua Jawatankuasa Kajian Pengesanan Graduan & Soalselidik Kepuasan Pelanggan
UiTM Cawangan Pahang



Surat Kami : 100-UiTMKPH(PRP.30/2)
Tarikh : 12 April 2019

Cik Noraisyah Binti Yahya
Pelajar Praktikal
Perpustakaan Al-Bukhari
UiTM Cawangan Pahang, Kampus Jengka
26400 Bandar Jengka
Pahang Darul Makmur

Assalamualaikum Warahmatullahi Wabarakatuh dan

Puan

PENGHARGAAN DAN TERIMA KASIH

Dengan hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa program "Kem Motivasi Kepimpinan SKJP2" anjuran Sekolah Kebangsaan Jengka Pusat 2 dengan kerjasama Perpustakaan Al-Bukhari, UiTM Cawangan Pahang Kampus Jengka telah berjaya direalisasikan pada 15 April 2019.

3. Sehubungan itu, pihak Perpustakaan Al-Bukhari amat berbesar hati dan merakamkan jutaan terima kasih di atas penglibatan puan sebagai Fasilitator bagi program tersebut. Kerjasama puan amatlah dihargai dan dirakamkan jutaan terima kasih.

Sekian. Wassalam.

Yang benar

ROSNITA BINTI JA'AFAR
Timbalan Ketua Pustakawan
UiTM Cawangan Pahang



Surat Kami : 100-UiTMKPH(PRP.30/2)
Tarikh : 12 April 2019

Cik Noraisyah Binti Yahya

Pelajar Praktikal
Perpustakaan Al-Bukhari
UiTM Cawangan Pahang, Kampus Jengka
26400 Bandar Jengka
Pahang Darul Makmur

Bismillahirrahmanirrahim Warahmatullahi Wabarakatuh dan

Puan

PENGHARGAAN DAN TERIMA KASIH

Dengan hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa program Persatuan Bahasa Inggeris anjuran Sekolah Kebangsaan Jengka Pusat 2 dengan kerjasama Perpustakaan Al-Bukhari, UiTM Cawangan Pahang Kampus Jengka telah berjaya direalisasikan pada 17 April 2019.
3. Sehubungan itu, pihak Perpustakaan Al-Bukhari amat berbesar hati dan merakamkan jutaan terima kasih di atas penglibatan puan sebagai **Fasilitator Check Point** bagi program tersebut. Kerjasama puan amatlah dihargai dan dirakamkan jutaan terima kasih.

Sekian. Wassalam.

Yang benar

ROSNITA BINTI JA'AFAR
Timbalan Ketua Pustakawan
UiTM Cawangan Pahang

KERAJAAN MALAYSIA

A No. Nama: **NORAISHAH YAHYA**

KEM./JAB.:

BAHAGIAN/SEKSYEN: **PERPUSTAKAAN**

BULAN FEBRUARI 2019

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	8:17	8:17:08			LAPOR DARI	<i>RS</i>
2					SABTU	
3					AHAD	
4	7:55	8:17:05				
5					- CHINESE NEW YEAR -	
6					- CHINESE NEW YEAR -	
7	7:54	8:17:07				
8	7:56	8:17:04				
9					SABTU	
10					AHAD	
11	7:54	8:17:08				
12	7:51	8:17:07				
13	7:53	8:17:05				
14	7:58	8:17:06				
15	7:55	8:17:21				

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

AMARAN

Sesiapa yang didapati menetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

KERAJAAN MALAYSIA

B No. Nama: **NORASHAH BINTI YAHYA**

KEM./JAB.:

BAHAGIAN/SEKSYEN: **PERPUSTAKAAN**

BULAN FEBRUARI 2019

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16					SABTU	
17					AHAD	
18	7:55	8:17:28				
19	7:53	8:17:08				
20	7:58	8:17:06				
21	7:53	8:17:03				
22	7:58	8:17:22				
23					SABTU	
24					AHAD	
25	7:55	8:17:09				
26	7:52	8:17:09				
27	7:57	8:17:08				
28	7:55	8:17:05				
29						
30						
31						

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

AMARAN

Sesiapa yang didapati menetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

KERAJAAN MALAYSIA

A No. **24** Nama: **NOR AISHAH YAHYA**

KEM./JAB.: **UITM CAWANGAN PAHANG**

BAHAGIAN/SEKSYEN: **PERPUSTAKAAN AL-BUKHARI**

MAC 2019

BULAN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	8 7:53	8 17:06				
2					SABTU	
3					AHAD	
4	8 7:53	8 17:08				
5	8 7:52	8 17:19				
6	8 7:50	8 18:15				
7	8 7:56	8 17:10				
8	8 7:53	8 17:09				
9					SABTU	
10					AHAD	
11	1 7:54	1 17:05				
12	1 7:51	1 17:09				
13	1 7:55	1 17:12				
14	1 7:52	1 17:08				
15	1 7:51	1 17:08				

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

AMARAN

Sesiapa yang didapati menetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

KERAJAAN MALAYSIA

B No. **24** Nama: **NOR AISHAH YAHYA**

KEM./JAB.: **UITM CAWANGAN PAHANG**

BAHAGIAN/SEKSYEN: **PERPUSTAKAAN AL-BUKHARI**

MAC 2019

BULAN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16					SABTU	
17					AHAD	
18	18 7:48	18 17:06				
19	19 7:55	19 17:07				
20	20 7:54	20 17:00			lupa punch balik	l
21	21 7:55	21 17:12				
22	22 7:55	22 17:09				
23					SABTU	
24					AHAD	
25	25 7:50	25 17:07				
26	26 7:50	26 17:07				
27	27 7:49	27 17:08				
28	28 7:49	28 17:06			lupa punch balik	l
29	29 7:58	29 17:05			Jumaat	l
30					SABTU	
31					AHAD	

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

AMARAN

Sesiapa yang didapati menetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

KERAJAAN MALAYSIA

A No. **24** Nama: **NOR AISHAH YAHYA**

KEM./JAB.: **UITM CAWANGAN PAHANG**

BAHAGIAN/SEKSYEN: **PERPUSTAKAAN AL-BUKHARI**

APRIL 2019

BULAN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	8 7:54	8 17:11				
2	8 7:59	8 17:28				
3	8 7:51	8 18:33				
4	8 7:51	8 17:36				
5	8 7:45	8 18:45				
6					SABTU	
7					AHAD	
8	8 7:48	8 17:05				
9	8 7:52	8 17:05				
10	8 7:49	8 17:17				
11	11 7:52	11 17:10				
12	12 7:45	12 17:08				
13	12 7:04	12 19:28			SABTU	
14					AHAD	
15	15 7:47	15 17:09				

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

AMARAN

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

KERAJAAN MALAYSIA

B No. **24** Nama: **NOR AISHAH YAHYA**

KEM./JAB.: **UITM CAWANGAN PAHANG**

BAHAGIAN/SEKSYEN: **PERPUSTAKAAN AL-BUKHARI**

APRIL 2019

BULAN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	16 7:44	16 17:19				
17	17 7:38	17 17:01				
18	18 7:54	18 17:04				
19	19 7:47	19 17:08				
20					SABTU	
21					AHAD	
22	22 7:57	22 17:10				
23	23 7:50	23 17:06				
24	24 7:49	24 17:02				
25	25 7:53	25 17:05				
26	26 7:21	26 17:00			Program Buku Jalanan	
27					SABTU	
28					AHAD	
29	29 7:58	29 17:06				
30	30 7:53	30 17:15				
31						

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

AMARAN

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

KERAJAAN MALAYSIA

A No. **24**

Nama: **NOR AISHAH YAHYA**

KEM./JAB.: **UITM CAWANGAN PAHANG**

BAHAGIAN/SEKSYEN: **PERPUSTAKAAN AL-BUKHARI**

MEI 2019

BULAN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2					MC	
3	8 7:55	8 17:03				
4					SABTU	
5					AHAD	
6					CUTI	
7						
8	8 7:58	8 17:07				
9	8 7:55	8 17:04				
10	8 7:54	8 17:03				
11					SABTU	
12					AHAD	
13	8 7:56	8 17:09				
14	8 7:53	8 17:03				
15	8 7:57	8 17:04				

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

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MEI 2019

BULAN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	16 7:53	16 17:02				
17	17 7:53	17 17:01				
18					SABTU	
19					AHAD	
20						
21	21 7:52	21 17:02				
22						
23						
24	24 7:53	24 17:09				
25					SABTU	
26					AHAD	
27	27 7:50	27 17:01				
28	28 7:55	28 17:04				
29	29 7:58	29 17:04				
30	30 7:55	30 17:02				
31	31 7:55	31 17:03				

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

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Sesiapa yang didapati menetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

KERAJAAN MALAYSIA

A No. **24** Nama: **NOR AISHAH YAHYA**
 KEM./JAB.: **UITM CAWANGAN PAHANG**
 BAHAGIAN/SEKSYEN: **PERPUSTAKAAN AL-BUKHARI**

JUN 2019

BULAN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1					SABTU	
2					AHAD	
3					} cuti raya	
4						
5						
6						
7						
8					SABTU	
9					AHAD	
10						
11	8:02	17:04			Ganti waktu balik	
12	7:52	17:06				
13	7:48	17:08				
14	7:30	17:07				
15					SABTU	

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

AMARAN

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 BAHAGIAN/SEKSYEN: **PERPUSTAKAAN AL-BUKHARI**

JUN 2019

BULAN

TAR	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETU
16					AHAD	
17	7:48	17:07				
18	7:52	17:05				
19	7:46	17:03				
20	7:57	17:06				
21	7:57	17:03				
22					SABTU	
23					AHAD	
24	7:56	17:07				
25	7:53	17:06				
26	7:59	17:06				
27	7:50	17:19				
28	7:55	17:02				
29					SABTU	
30					AHAD	
31						

PCM OFFICE PRODUCT SDN. BHD. (795640-W) TEL: 03-4045 2576

AMARAN

Sesiapa yang didapati mengetik kad orang lain, tindakan tatatertib akan diambil ke atasnya.

SIJIL CUTI SAKIT

Dengan ini saya mengesahkan bahawa saya telah
 memeriksa Encik/Cik/Puan NOKAISHAH
BINJI YAHYA
 IC: 95052905330
 dari Kementerian/Jabatan YANG BERKENAAN
 dan mendapati yang beliau:

- (a) Tidak sihat untuk menjalankan tugasnya
 dengan sempurna selama 1 (SATU) hari
 daripada 2/5/19 hingga -
- (b) Boleh bertugas semula pada.....
- (c) Beliau dikehendaki datang semula untuk
 pemeriksaan pada

[Potong (b) atau (c) mengikut mana yang tidak
 berkenaan]

2/5/19

Tarikh

[Signature]
 (Tandatangan)
 Pegawai Perubatan

DR Adi Asri Bin Azmi
 MBBS (Malaya)
 Pegawai Perubatan UDA4
 Klinik Kesihatan Cheras
 MEM 77901
 Klinik/Hospital
 (Cop Rasmi)

Nama
 (Huruf Besar)