PERPUSTAKAAN SULTANAH NUR ZAHIRAH

UNIVERSITI MALAYSIA TERENGGANU

MENGABANG TELIPOT 21030 KUALA NERUS

TERENGGANU DARUL IMAN

DATE:
1ST AUGUST 2018 - 31TH DECEMBER 2018

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BACHELOR OF INFORMATION SCIENCE (HONS.)
LIBRARY MANAGEMENT

(IM244)

FACULTY OF INFORMATION MANAGEMENT
UITM CAWANGAN NEGERI SEMBILAN

KAMPUS REMBAU

71300 REMBAU, NEGERI SEMBILAN

DECEMBER 2018

DECLARATION

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

Signed by

NUR NAJIHAH BINTI MOHD @ JOHARI

2015419448

Date of Submission: 8TH JANUARY 2019

ABSTRACT

The purpose of this documentation is to report the activities undergone by the trainee during the Industrial Training for five months in Perpustakaan Sultanah Nur Zahirah (PSNZ). The report includes daily task assigned to the trainee such as cataloguing, circulation, data key in, digitization and conducts the activities. Moreover, the most vital part is where the trainee has been assigned with a special project which is to provide an application using QR Code which function to read any information due to the nation vision on "Read@Uni" programme. The objective of this special project is to enchance reading habit towards students and UMT community. The purpose of this project is to tell students and UMT community about digital information and digital library using QR Code scanner to read information. Not only that, it also to exposes students on how technology change the library world.

ACKNOWLEDGEMENT

Assalamualaikum w.b.t

Firstly, all praises to Allah in blessing me in finishing Industrial Training and this report on the exact day. After been through many ups and down to finish this report, I hope I had given the best result. Other than that, I would like to state an appreciation to thank everyone who has helped me whether it was directly or indirectly. Special salutation goes to Encik Syed Mohammad Helmy Md Akhir as my industrial supervisor who has given the best knowledge that he could and exposed me with new levels of experiences.

Not to forget, a great appreciation to Perpustakaan Sultanah Nur Zahirah (PSNZ) for giving me this opportunity to undergo Industrial Training roughly for five month in this organization. Other than that, I would like to thank to my family members for giving me the fullest support in terms of moral and financial to make sure I complete this project and industrial training. Special thanks to Puan Amirah binti Haji Abu Hassan as my lecturer of supervisor in pouring all attentions that I need in completing my project and this report accordingly to the right specifications.

Last but not least, thanks to all my friends who has given the best support during my hard times and to share their knowledge, ideas and opinions to improve my report writing and special project. Without their helps, I could not finishing my industrial report with good languages and successfully.

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CHAPTER 1:

INTRODUCTION

1.0 INTRODUCTION

The subject of industrial Training (IMC 690) provides pre-professional work experience with specific assignments and responsibilities. This subject is requirement to the student of Bachelor of Information Science (Hons) Library Management (IM 244) to complete their degree and the subject is the one of condition to need pass for all student that do the internship to get the degree. Students IM 244 need to finish and complete their industrial training in five months in organization that was selected.

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

1.0.1 OBJECTIVES OF INDUSTRIAL TRAINING

The objectives of the industrial training are:

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

1.0.2 PURPOSE OF THE INDUSTRIAL TRAINING

The purpose of industrial training is to expose for the students to work environments, experience and at the same time to get the knowledge through the observations and jobs implementation. From the industrial training, students will develop their skills in work ethics, communications, managements and others. Moreover, industrial training allows the students to relate their knowledge theory with application in industry.

1.0.3 PURPOSE OF THE PRACTICAL TRAINING REPORT

The industrial training report is a report that must be completed for the students who have been training for five months in the organizations. This report must explain what they learn and implement during the industrial training. The industrial training students must make a full report what they have done during the period of industrial training. The main purposes of practical training report are:

- Give the impression to the reader about the activities that runs in the student framework's and the roles of the departments.

- To collect the information and data that obtains during industrial training.

- Describe the works that have done by the student daily, as report book.

- As an initial overview and reference to others students that want to go to the industrial training.

- As a reference to the company to give improvements in the future.

1.1 BACKGROUNDS OF ORGANIZATIONS

1.1.1 HISTORY AND DEVELOPMENT OF PERPUSTAKAAN SULTANAH NUR ZAHIRAH(PSNZ)

Figure 1.1

Perpustakaan Sultanah Nur Zahirah (PSNZ)

The Sultanah Nur Zahirah Library, or better known as PSNZ, has started its operations since the establishment of the University of Agriculture Malaysia's Fishery and Science Center (UPM) in May 1979 with a total of 2 staff members operating it. At that time, PSNZ was placed in a small room in the administration. Library Clerks are responsible for handling the overall library administration and assisted by a Library Server. The collections placed at PSNZ at that time were related to Fisheries Science.

The development of university autonomy has given the impression of PSNZ's design and operation. In support of the developments, PSNZ has moved 4 times starting with the first

transfer in December 1984 from administrative building to Netloaf building. The second transfer was on June 14, 1986 from Netloaf to the Dormitory Building and the third transfer on November 28, 1988 from the Dormitory Building to the old library building, blocks A, B, and C. In August 2004, the library moved again to the building existing now. On May 13, 2007, KUSTEM Library was run by Your Majesty His Majesty Al-Wathiqu Billah, Tuanku Mizan Zainal Abidin Ibni Almarhum Sultan Mahmud Al-Muktaf Billah Shah with the new name, Sultanah Nur Zahirah Library.

Starting from January 1, 2013, the Library of Sultanah Nur Zahirah has undergone a massive digital transformation in the history of the library, acting as a digital library. In line with that, the name of the library has changed to the Sultanah Nur Digital Learning Center Zahirah. The next transformation will be on January 1, 2016 where the Digital Learning Center of Sultanah Nur Zahirah has undergone a structural change in the direction of the collection, which is, becoming a sustainable Hybrid Library and renamed to Sultanah Nur Zahirah Library.

PSNZ has various printed and unprinted collections in the following fields:

- Economics and Management
- Science and technology
- Maritime Studies and Marine Science
- Sociology
- Natural Resources Management

PSNZ is currently working on strengthening its services to consumers in support of the university's established targets, being the centerpiece of either the local or international level specializing in Aquatic Sciences.

1.1.2   LOCATION/ SITEMAP OF PSNZ

Figure 1.2
Map of PSNZ

Address   : Perpustakaan Sultanah Nur Zahirah, Universiti Malaysia Terengganu, Mengabang Telipot 21030 Kuala Nerus, Terengganu Darul Iman.

Tel   : 609 - 6684185

Fax   : 609 - 6684179

Email   : psnz@umt.edu.my

Website   : http://psnz.umt.edu.my

1.1.3 LOGO OF PSNZ

Figure 1.3

Logo of PSNZ.

1.1.4 THE OBJECTIVES OF PSNZ

❖ To provide efficient services, effective, up-to-date and user friendly to the campus community and society in general

❖ To optimize usage of various information resources and facilities

❖ To upgrade staff expertise (knowledge workers)

❖ To improve the distribution of cost effectiveness

❖ To strengthen user education program towards lifelong learning

❖ To develop, document, maintain and strengthen teaching and research resources of all disciplines either in print, multimedia and electronic format

❖ To uphold knowledge and intellectual property of university - community in turning the library as a resource and knowledge heritage

1.1.5 VISION & MISSION

Vision:

❖ Library as the absolute centre of knowledge

Mission:

❖ To provide library services and facilities through information services and resources, knowledge management with current technology in supporting learning, teaching, consultation and research in the field of Science, Technology and the Management of Natural Resources to fulfill user requirement.

1.1.6 OPENING HOURS

DURING SEMESTER:

TABLE 1.1

DAY	TIME
SUNDAY-WEDNESDAY	9.00 a.m – 10.00 p.m
THURSDAY	9.00 a.m – 4.30 p.m
FRIDAY	3.00 p.m – 10.00 p.m
SATURDAY	10.00 a.m – 6.00 p.m

EXAMINATION WEEK**:

TABLE 1.2

DAY	TIME
SUNDAY-WEDNESDAY	9.00 a.m – 10.00 p.m
THURSDAY	9.00 a.m – 6.00 p.m
FRIDAY	3.00 p.m – 10.00 p.m
SATURDAY	10.00 a.m – 10.00 p.m

SEMESTER BREAK

TABLE 1.3

DAY	TIME
SUNDAY-THURSDAY	9.00 a.m – 4.00 p.m
FRIDAY & SATURDAY	CLOSED

** The official announcement of the closure of the library operation is ten minutes (10 minutes) before the library expires and the students are required to leave the library after hearing the announcement.

* Any transaction via library main counter only until 9.30 pm. For future after-hours loans, can use Self Check Machines and book returns using Book Drop.

1.2 ORGANIZATIONAL STRUCTURE

1.2.1 ORGANIZATIONAL CHART OF PSNZ

CARTA ORGANISASI 2018
PERPUSTAKAAN SULTANAH NUR ZAHIRAH

KETUA PUSTAKAWAN (S54)
Abu Hassan Ghazali

Setiausaha Pejabat (N29)
Noor Juliana Abdul Latif

TIMBALAN KETUA PUSTAKAWAN (S52)
(Belum Diisi)

Timbalan Ketua Pustakawan (S48)
Harison Anita Muna

Timbalan Ketua Pustakawan (S48)
Ahmad Aziz Halim Alas

Timbalan Ketua Pustakawan (S48)
Fatinah Salim

BAHAGIAN PEMBANGUNAN SUMBER ILMU (BPSI)

BAHAGIAN PENGURUSAN TEKNOLOGI PERPUSTAKAAN (BPTP)

BAHAGIAN PENTADBIRAN DAN KOMUNIKASI STRATEGIK (BPKS)

BAHAGIAN PENGURUSAN DAN PERKHIDMATAN MAKLUMAT (BPPM)

SEKSYEN PENGINDEKSAN DAN METADATA
Pustakawan (S44)
Sarawati Subing
Pembantu Pustakawan (S22)
Siti Raimah Samad (KUP)
Pembantu Pustakawan (S19)
Hasman Yusya Sulan Kayo
Pembantu Operasi (H11)
Che Senon Awang @ Che Gilian

SEKSYEN PENGURUSAN PEROLEHAN
Pustakawan (S44)
Norsellah Ahmad
Pembantu Pustakawan (S22)
- Hazlina Ismail
- Musfah Flani

SEKSYEN LANGGANAN BAHAN
Pembantu Pustakawan (S22)
- Norhadila Mohd
- (Belum Diisi)
Pembantu Operasi (H11)
Suara Mohamed

SEKSYEN ARKIB DIGITAL
Pustakawan (S44)
Amir Abdul Khalik
Pembantu Pustakawan (S22)
- Ahmad Ajismee Mohd (KUP)
- Roslam Abdul Ghani (TBK)

SEKSYEN REPOSITORI DATA DAN PENYELENGGARAAN PORTAL
Pustakawan (S44)
Mohamad Asmawi Abdul Rahman
Pembantu Pustakawan (S22)
Yusof Musa
Pembantu Pustakawan (S19)
Handan Irwan Muda

SEKSYEN PENGURUSAN SISTEM, SUMBER MEDIA DAN PERALATAN
Pustakawan (S41)
Mohd Hairolanuar Mohammad
Pembantu Pustakawan (S22)
Aida Karlini Ali (KUP)
Pembantu Pustakawan (S19)
Che Mohamad Halim Jusoh

SEKSYEN KOMUNIKASI STRATEGIK
Pustakawan (S44)
Mohd Shahruhizam Zuraimi
Pembantu Pustakawan (S26)
- (Belum Diisi)
Pembantu Pustakawan (S22)
Mohd Azmi Mohamed
Pembantu Pustakawan (S19)
Azimul Nazaruddin Harun

SEKSYEN PENTADBIRAN
Penolong Pegawai Tadbir (N36)
Rozita Muda
Pembantu Pustakawan (S19)
Noor Afzan Jaafar
Pembantu Operasi (H11)
Mohd Sulaiman Mohamed
Pembantu Awam (H11)
- Nor Aqeela Ashira
- Mohd Hamali (K)

SEKSYEN KUALITI DAN INOVASI
Pustakawan (S44)
Syed Mohammed Helmy Md Akbr
Pembantu Pustakawan (S22)
Hasman Najib Ja'far @ Abu Bakar (TBK)

SEKSYEN SIRKULASI DAN RUJUKAN
Pustakawan (S44)
Nur Farizan Abdullah
Pembantu Pustakawan (S22)
Adna Awang @ Jaafar (KUP)
Pembantu Pustakawan (S19)
- Ahmad Sukri Jusoh
- Mazlina Mazlan
- Muhammad Hazam Zakari

SEKSYEN PENGURUSAN KOLEKSI DAN PERKHIDMATAN PELANGGAN
Pustakawan (S44)
Almardzam Alas
Pembantu Pustakawan (S19)
Muhammad Ujaini Abdullah
Pembantu Pustakawan (S19)
Hazam Azalin Mohamad @ Awang

SEKSYEN PENGHUBUNG FAKULTI
Pustakawan (S44)
Sharifah Ahmad Syed Abd Rahman
Pembantu Pustakawan (S22) (TBK)
Nurul Ashfah Che Halim (TBK)

SEKSYEN SOKONGAN PENYELIDIKAN
Pustakawan (S41)
Wardah Nazihah Othman
Pembantu Pustakawan (S22)
Normala Yusoff
Pembantu Pustakawan (S19)
Zafira Mustafa

CATATAN :

(K)   Pegawai Kontrak

(KUP) Kenaikan pangkat secara khas Untuk Penyandang

(TBK) Time-Based Berasaskan Kecemerlangan

Tarikh kemas kini : 30 Julai 2018

FIGURE 1.4

ORGANIZATIONAL CHART OF PSNZ

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1.3 FACILITIES IN PSNZ

PSZN consist of two level which are 1st floor and 2nd floor in library building. Each level have different uses and services, also facilities. Main counter of PSNZ is at level one.

1.3.1 BOOK DROP

Figure 1.5
Book Drop Machine outside PSNZ.

Book Drop is a self-service book return service. PSNZ customers can return books borrowed through the Book Drop facility placed near PSNZ main entrance. If the material returned through this facility is late and has a fine, the customer must explain the fine at the Main Counter. Book Drop Machine operates 24 hours a day. Users can used this facility to return books at any time and their records will be automatically updated.

1.3.2 COMPUTER AREA

Figure 1.6

Computer area in PSNZ near to Special Collection room.

This room is located at the end of the 1st floor and have about 30 units of computers that provide the convenience of typing and browsing the Internet to customers. Customers have to register before using the computer at the provided computer there.

1.3.3 AUDITORIUM

Figure 1.7
Auditorium room outside library.

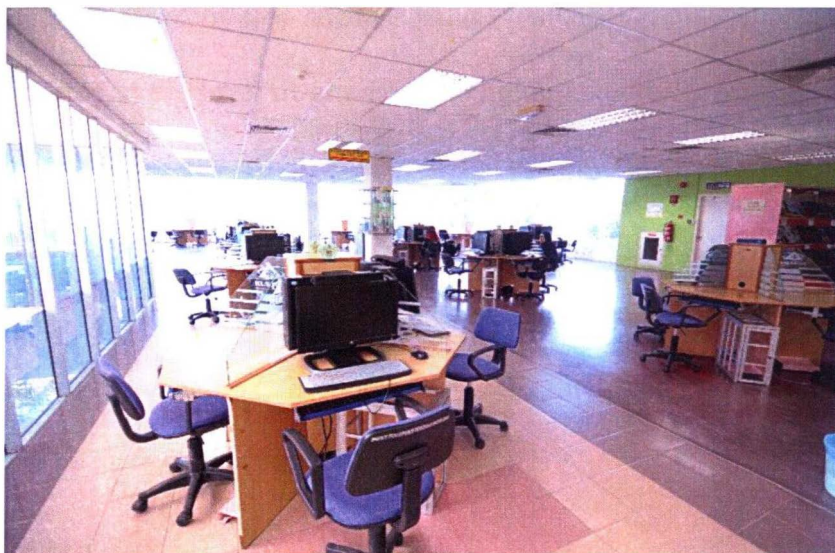Auditorium can easily accommodate 220 people and suitable for activities such as talks, workshops and seminars. Located at the level of one PSNZ building. Auditorium usage is permitted for any official university activities, equipped with PA system and campus internet networks. Applications from outside parties are to be submitted with a letter of support the relevant and approved are at the discretion of the Chief Librarian. Reservations can be made online at the PSNZ Portal.

1.3.4   SELF-CHECK MACHINE
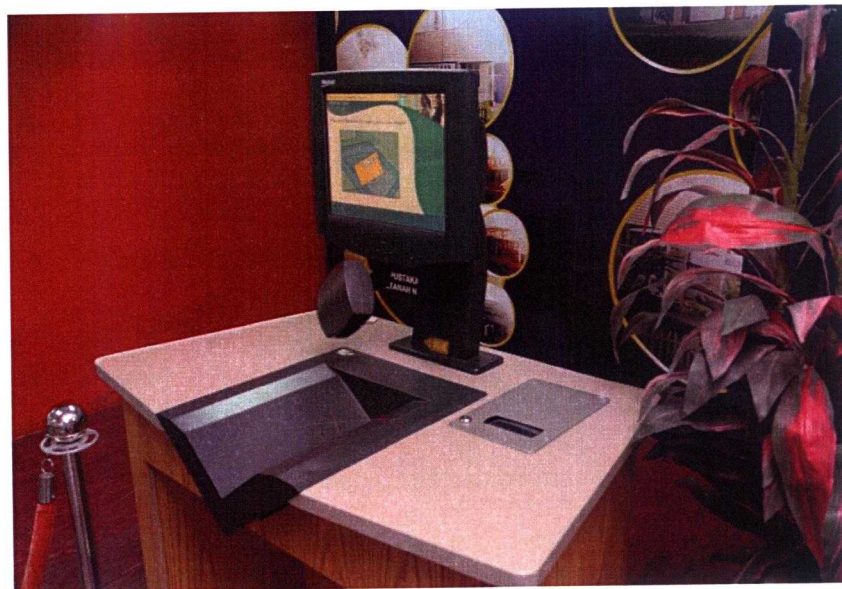
Figure 1.8
Self-check machine available in library.

This machine is provided to give convenience to customers make a book loan on a regular basis without having to queue at the counter. Registered PSNZ customers can using 1 unit of this machine placed near the Main counter. The loan process requires customers using student /staff card.

Steps for borrowing to be followed:

- Scan the metric card or staff card.

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- Scan the book.

- Collect receipt for safe keeping and future reference.

1.3.5 MULTIMEDIA TRAINING ROOM

Figure 1.9

Multimedia training room near to computer area.

This room will be equipped with 16 computers for training purposes as well as guide the customers in the search for information such as database search training. Use of this room only open to UMT staff only. Bookings can be made by online at PSNZ Portal.

1.3.6 PHOTOSTAT MACHINE

Figure 1.10
Photostat machine near to main counter.

The photocopier facility is available on level 1 and is maintained by private companies. It is self-services machine and customers need to buy photocopy machine card at the main counter. There is a manual guide near the Photostat machine. If the card has been used up, the user has to purchase another card at the main counter and cannot be re-added.

1.3.7   PRAYER ROOM
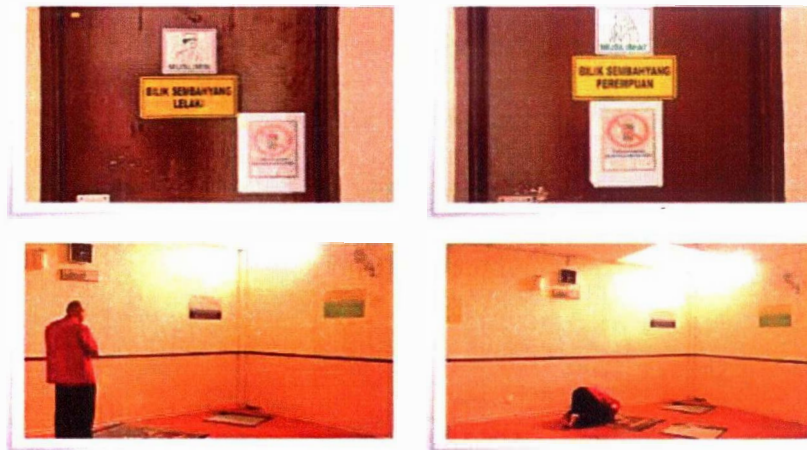
Figure 1.11
Prayer room in each level inside library's building.

PSNZ provides prayer room at each level for convenience Muslim customers perform prayers which located at:

- Level 1 : Muslim and Muslimat (near the References Collection)

- Level 2 : Muslim / Muslimat (near carrel room)

1.3.8 EXHIBITION AREA
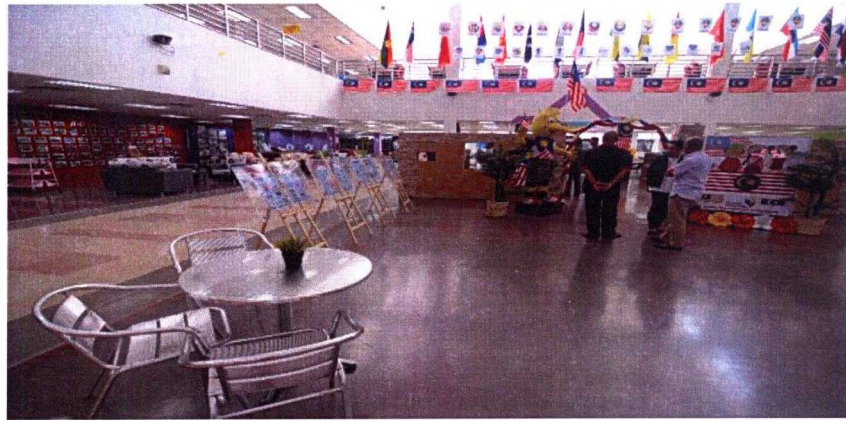
Figure 1.12
Exhibition area in PSNZ.

This space is reserved for exhibitions and organized activities Universiti Malaysia Terengganu only. All equipment and preparation the exhibit material shall be provided by the applicant. Booking can be made online at the PSNZ Portal. Located at the Level 1 near Library's Main Entrance.

1.3.9 MEETING ROOM

Figure 1.13
Meeting room in PSNZ.

It can accommodate up to 60 people. Room location is located at the Level 2. Room reservation can be made online.

1.3.10 DISCUSSION ROOM

Figure 1.14
Discussion room in PSNZ.

PSNZ provides nine rooms discussions located at the ground floor 2. All students, lecturers and staffs are entitled to use the room this discussion by requesting at PSNZ Main Counter. This room must be used in one group not less than three persons and not more than six peoples. Duration of use is for two hours for each groups and customers are requested take and hand over keys rooms every time use at the main counter on the floor one.

1.3.11 CARREL ROOM

Figure 1.15

One of the carrel room in level 2.

Carrel room is an individual special room that allows customers to make references or assignments individually. This facility is provided to all registered members. A total of 26 rooms

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have been provided at the second floor. Customers can apply and get the key at PSNZ main counter. Duration of use is one day. Usage period of carrel rooms for academic staff, post graduate and final year undergraduate students.

1.3.12 COZY CORNER

Figure 1.16

Cozy corner at level 2 in PSNZ.

Cozy corner is a lounge created for library users placed in open space on the second floor, near to the Post Graduate Lounge. There are several tables and chairs arranged for library user convenience.

1.3.13 POST GRADUATE LOUNGE

Figure 1.17

Post Graduate Lounge Near To Cozy Corner.

Room located on level 2 is specially designed for graduate students for more conducive discussion, review and learning. This fully furnished sea-view lounge is basically for postgraduate students and academic staff to enjoy reading or having discussion. Locked lockers are also available in this room for a period of one month. Customers can apply for keys at Main Counter. This room is under the supervision of the UMT Graduate Management Center and is assisted by the PSNZ.

1.3.14 LIBRARY SQUARE

Figure1.18

Library Square in PSNZ.

Sultanah Nur Zahirah Library Square is located on the ground floor and can be used for exhibition purposes and student leisure activities such as co-curricular activities. Applicants must be UMT staff and students. Applications from outside parties to be submitted with the relevant supporting letter and approval are at the discretion of the Chief Librarian. Reservations can be made online at the PSNZ Portal. Usage application is restricted to activities organized by UMT only. Usage is not permitted on Thursdays and Fridays unless the prior permission of the Chief Librarian has been granted.

1.3.15 I - CHAMPION LEARNING SPACE

Figure 1.19

ICLS at level one in PSNZ.

This room is developed with ICT facilities such as projector, Apple TV and audiovisual systems for customers' use. It can accommodate 20 people. The uses of this room is only open to UMT staff only for scientific activities such as workshops, training, meetings and others. Reservations can be made online at the PSNZ Portal. It located at the Level one.

1.3.16 OPEN READING ROOM
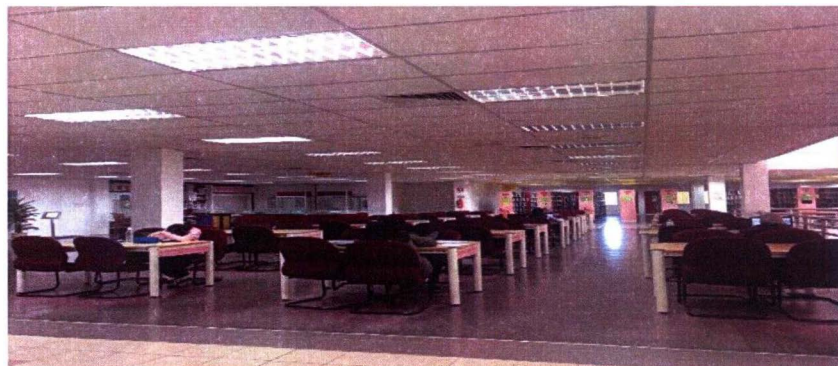
Figure 1.20

Open reading room at level 1 and 2

Available on the first and second floors with an estimated seating capacity of 1,200 units. This space can be used for reading and reference space. Customers are advised not to talk excessively to avoid interrupting other customers. Customers are also required

to place a book that has been referred to above the cart that has been prepared and leave the reading space in a neat condition after use.

1.3.17 EXECUTIVE DISCUSSION ROOM

Figure 1.21

Executive discussion room.

PSNZ provides two unit discussion rooms equipped with audio visual facilities such as televisions for discussion and conducive discussion rooms. Reservations can be made online at the PSNZ Portal.

1.3.18 LIGHT READING CORNER
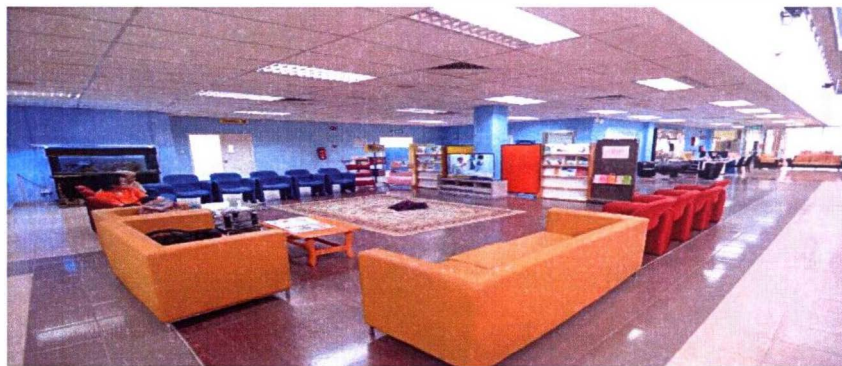
Figure 1.22

Light Reading Corner

This spaces available in PSNZ at level one. Place a collection of light reading materials such as newspapers, magazines and paid broadcast television facilities. Users can watch

television here with included facilities such as chairs and one small desk.

1.3.19 WIRELESS NETWORK ACCESS (WIRELESS NETWORK)

Figure 1.23

Wireless Network Access (Wireless Network)

The entire Library building is equipped with wireless internet network or 'WI FI'. Through this facility customers who have laptops (laptops / notebooks) have the opportunity to browse the internet anywhere around the Library building. Customers need to register and obtain password at the Center for Information Technology Management.

1.3.20 SHELVES

PSNZ using the alphabetical for organize the book according their own identification such as:

- Science and technology collection (A-HF)
- Social science collection (HQ-PZ)
- Q-QA
- QR-Z

CHAPTER 2

ORGANIZATIONAL

INFORMATION

2.0 ORGANIZATION INFORMATION

2.1 DEPARTMENT STRUCTURE

Chief librarian in Perpustakaan Sultanah Nur Zahirah is managing by Tuan Haji Abu Hassan Ghazali which one person that able to be a leader in this organization to control library's activities and services. Any issues related to this organization must be agree by chief librarian. There are four departments with twelve sections in PSNZ which have different scope of works and activities. Four department which are Scientific Resource Development Division, Library Technology Management Department, Administration & Communication Strategic Department and Management And Information Services Department while thirteen sections are Indexing and Metadata Section, Acquisition Management Section, Serial and Electronic Resources Section, Archive Digital Section, Data Repository and Portal Management Section, System Management, Media Sources and Equipment Section, Communication Strategic Section, Administration Section, Quality and Innovation Section, Circulation and Reference Section, Collection Management and Customer Service Section, Liaison Faculty Section and Research Support Section.

2.1.1 Knowledge Resources Development Department

Knowledge Resources Development Department in PSNZ is located at ground floor, Sultanah Nur Zahirah Library, Universiti Malaysia Terengganu, Mengabang Telipot 21030 Kuala Nerus, Terengganu Darul Iman. This department was build outside from library but still in the same building. There are four sections in Knowledge Resources Development Department, known as Bahagian Pengurusan Sumber Ilmu (BPSI) such are Indexing and

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Metadata Section, Acquisition Management Section, Serial and Electronic Resources Section and also Archive Digital Section. Each of this section conducted by experienced and excellent librarians, Puan Sarawati Sulong, Puan Nursollehah Ahmad and Encik Amir Abdul Khalik to guide their staffs to handle their jobs and to run library's activity. Staffs under Indexing and Metadata Section are Siti Ramelah Samad (S22) and Risman Yusya Sultan Kayo (S19) while under Acquisition Management Section are Puan Hazlina Ismail (S22) and Encik Mustafa Rani (S22). In addition, under Serial and Electronic Resources Section is Nurshadila Mohd (S22) while for Archive Digital Section, are Ahmad Ajismie Mohad (S22) Aad Roslam Abdul Ghani (S22). This section supervises by Deputy Chief Librarian, Puan Fatimah Salim (S48).

CARTA ORGANISASI PERPUSTAKAAN SULTANAH NUR ZAHIRAH 2018

Ketua Pustakawan (S54)
ABU HASSAN GHAZALI

Setiausaha Pejabat (N29)
NOOR JULIANA ABDUL LATIF

Timbalan Ketua Pustakawan Kanan
(S52)
(KOSONG)

Timbalan Ketua Pustakawan (S48)
FATIMAH SALIM

BAHAGIAN PEMBANGUNAN
SUMBER ILMU (BPSI)

SEKSYEN PENGINDEKSAN DAN METADATA

SEKSYEN PENGURUSAN PEROLEHAN

SEKSYEN LANGGANAN BAHAN

SEKSYEN ARKIB DIGITAL

Pustakawan Kanan (S44)
SARAWATI SULONG

Pustakawan Kanan (S44)
NORSOLLEHAH AHMAD

Pustakawan Kanan (S44)
(KOSONG)

Pustakawan Kanan (S44)
AMIR ABDUL KHALIK

Pembantu Pustakawan Kanan (S22)
SITI RAMELAH SAMAD

Pembantu Pustakawan Kanan (S22)
HAZLINA ISMAIL

Pembantu Pustakawan Kanan (S22)
NORHADILA MOHD

Pembantu Pustakawan Kanan (S22)
AHMAD AJISMEE MOHAD

Pembantu Pustakawan Kanan (S22)
MUSTAFA RANI

Pembantu Pustakawan (KOSONG)

Pembantu Pustakawan Kanan (S22)
ROSLAM ABDUL GHANI

Pembantu Pustakawan (S19)
RISMAN YUSYA SUTAN KAYO

Pembantu Operasi (N11)
CHE SENANI AWANG @ CHE GHANI

Pembantu Operasi (N11)
SURIZA MOHAMAD

CATATAN:
(K)- Pegawai Kontrak

Figure 2.1
Organizational chart of Knowledge Resources Development
Department

2.1.2 Library Technology Management Department

Library Technology Management Department in PSNZ is located at level 1, Sultanah Nur Zahirah Library, Universiti Malaysia Terengganu, Mengabang Telipot 21030 Kuala Nerus, Terengganu Darul Iman. This department inside library building near to computer area. There are two sections Library Technology Management Department or known as Bahagian Pengurusan

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Teknologi Perpustakaan (BPTP) such are Data Repository and Portal Management Section and also System Management, Media Sources and Equipment Section. Each of this sections conducted by experienced and excellent librarians, which are Encik Mohamad Asmawi Abd Rahman (S44) and Encik Hairolanuar Mohamad (S41) to guide their staffs to handle their jobs and to run library's activity. Staff under data Repository and Portal Management Section are Encik Yusof Musa and Encik Hasdan Irwan Muda while under System Management, Media Sources and Equipment Section are Puan Aida Kartini Ali and Che Mohamad Halim Jusoh. This section supervises by Deputy Chief Librarian, Encik Ahmad Abd Rahim Alias.

CARTA ORGANISASI PERPUSTAKAAN SULTANAH NUR ZAHIRAH 2018

Ketua Pustakawan (S54)
ABU HASSAN GHAZALI

Setiausaha Pejabat (N29)
NOOR JULIANA ABDUL LATIF

Timbalan Ketua Pustakawan Kanan
(S52)
(KOSONG)

Timbalan Ketua Pustakawan (S48)
AHMAD ABD RAHUMALIAS

BAHAGIAN PENGURUSAN
TEKNOLOGI PERPUSTAKAAN (BPTP)

SEKSYEN REPOSITORI DATA DAN PENYELENGGARAAN PORTAL

SEKSYEN PENGURUSAN SISTEM, SUMBER MEDIA DAN PERALATAN

Pustakawan Kanan
(S44)
MOHAMAD ASMAWI
ABDUL RAHMAN

Pustakawan (S41)
MOHD
HAIROLANUAR
MOHAMMAD

Pembantu
Pustakawan Kanan
(S22)
YUSOH MUSA

Pembantu
Pustakawan Kanan
(S22)
AIDA KARTINI ALI

Pembantu
Pustakawan (S19)
HASDAN IRWAN
MUDA

Pembantu
Pustakawan (S19)
CHE MOHAMAD
HALIM JUSOH

Pembantu
Pustakawan
(KOSONG)

CATATAN:
(K)- Pegawai Kontrak

Figure 2.2
Organizational chart Library Technology Management Department

2.1.3   Administration & Communication Strategic Department

Administration & Communication Strategic Department in

PSNZ is located at level 2, Sultanah Nur Zahirah Library,

Universiti Malaysia Terengganu, Mengabang Telipot 21030 Kuala

Nerus, Terengganu Darul Iman. This department inside library

building in administration office. There are three sections in

Administration & Communication Strategic Department or known as Bahagian Pentadbiran dan Komunikasi Strategik (BPKS) such are Communication Strategic Section, Administration Section And also Quality and Innovation Section. Each of this section conducted by experienced and excellent librarians, which are Encik Mohd Shahrulnizam Zuraimi (S44) and Encik Syed Mohammad Helmy Md Akhir (S44) to guide their staffs to handle their jobs and to run library's activity. Staff under Communication Strategic Section are Mohd Azmi Mohamad (S19) and Encik Ahmad Nazarudin Haro (S19) while under Administration Section are Puan Rozita Muda (N36) and Cik Noor Afzan Jaafar (S19). Not only that, staff involve under Quality and Innovation Section is Encik Harman Najib Ja'far @ Abu Bakar (S22) .This section supervises by Deputy Chief Librarian, Encik Ahmad Abd Rahim Alias.

CARTA ORGANISASI PERPUSTAKAAN SULTANAH NUR ZAHIRAH 2018

Ketua Pustakawan (S54)
ABU HASSAN GHAZALI

Setiausaha Pejabat (N29)
NOOR JULIANA ABDUL LATIF

Timbalan Ketua Pustakawan Kanan
(S52)
(KOSONG)

Timbalan Ketua Pustakawan (S48)
AHMAD ABD RAHIM ALIAS

BAHAGIAN PENTADBIRAN DAN
KOMUNIKASI STRATEGIK (BPKS)

SEKSYEN KOMUNIKASI STRATEGIK

SEKSYEN PENTADBIRAN

SEKSYEN KUALITI DAN INOVASI

Pustakawan Kanan
(S44)
MOHD SHAHRULNIZAM ZURAIMI

Pustakawan Kanan
(S44)
SYED MOHAMMAD HELMY MD AKHIR

Penolong Pegawai Tadbir (N36)
ROZITA MUDA

Pembantu Pustakawan Kanan
(S26)
(BELUM DIISI)

Pembantu Pustakawan kanan
(S22)
MOHD AZMI MOHAMAD

Pembantu Pustakawan (S19)
HARMAN NAJIB JA'FAR @ ABU BAKAR

Pembantu Pustakawan (S19)
AHMAD NAZARUDIN HARON

Pembantu Pustakawan (S19)
NOOR AFZAN JAAFAR

Pembantu Operasi
(N11)
MOHD SULAIMAN MOHAMAD

Pembantu Operasi
(N11)
NOR AQEELA ASHIRA MOHD HAMALI (K)
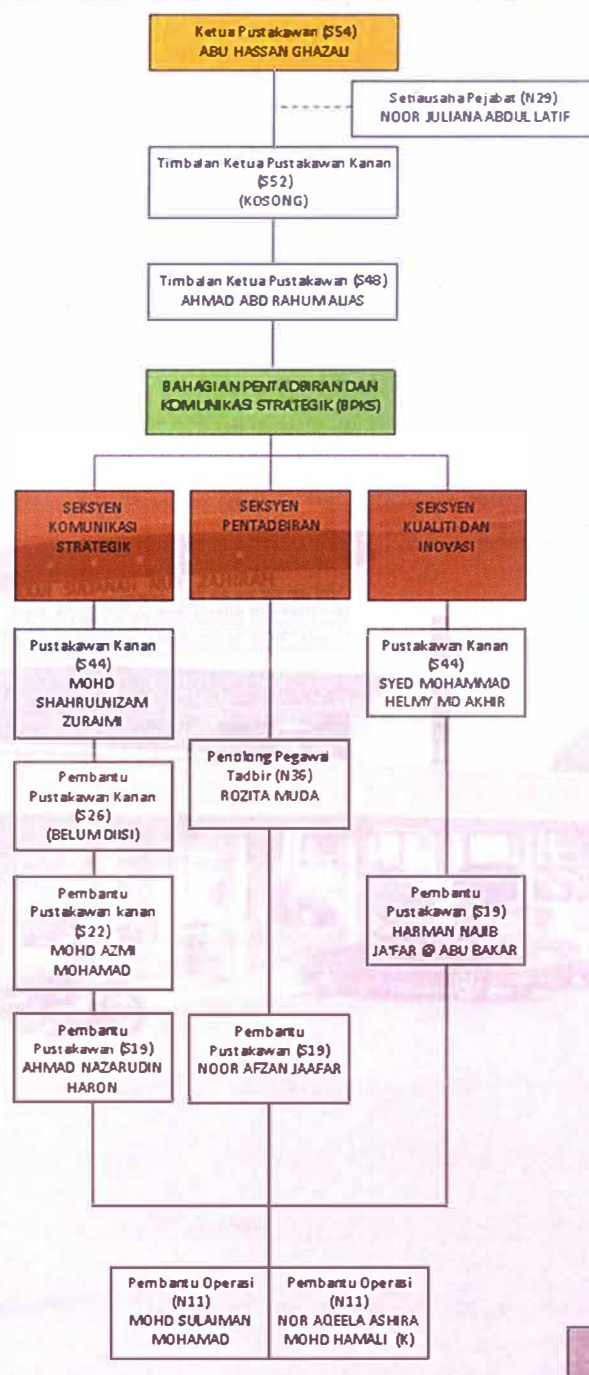
CATATAN:
(K)- Pegawai Kontrak

Figure 2.3
Organizational chart Administration & Communication Strategic
Department

2.1.4 Management And Information Services Department

Management and Information Services Department in PSNZ is located at level 1, Sultanah Nur Zahirah Library, Universiti Malaysia Terengganu, Mengabang Telipot 21030 Kuala Nerus, Terengganu Darul Iman. This department inside library building at main counter of PSNZ. There are four sections in Management and Information Services Department or known as Bahagian Pengurusan dan Perkhidmatan Maklumat (BPPM) such are Circulation and Reference Section, Collection Management and Customer Service Section, Liaison Faculty Section and also Research Support Section. Each of this section conducted by experienced and excellent librarians, which are Puan Nur Farizah Abdullah (S44), Encik Almanizam Alias (S44), Cik Sharifah Akmal Syed Abd Rahman (S44) and also Puan Wardah Nazihah Othman (S41) to guide their staffs to handle their jobs and to run library's activity. Staff under circulation and reference section are Puan Azma Awang @ Jaafar(S22), Encik Ahmad Sukri Jusoh (S19), Puan Mazlina Mazlan (S19) and also Encik Muhamad Haizan Zakari (S19) while under Collection Management and Customer Service Section are Encik Muhammad Uzaini Abdullah Hazam (S19) and Encik Asubri Mohamad @ Awang (S19). Not only that, staff involve under Liaison Faculty Section is Puan Nurul Ashikin Che Halim (S22) while under Research Support Section are Cik Normala Yusoff (S22) and Puan Zafira Mustafa (S19). This section supervises by Deputy Chief Librarian, Puan Harisom Anida Musa (S48).

CARTA ORGANISASI PERPUSTAKAAN SULTANAH NUR ZAHIRAH 2018

Ketua Pustakawan (S54)
ABU HASSAN GHAZALI

Setiausaha Pejabat (N29)
NOOR JULIANA ABDUL LATIF

Timbalan Ketua Pustakawan Kanan (S52)
(KOSONG)

Timbalan Ketua Pustakawan (S48)
HARISOM ANIDA MUSA

BAHAGIAN PENGURUSAN DAN PERKHIDMATAN MAKLUMAT (BPPM)

SEKSYEN SIRKULASI DAN RUJUKAN

SEKSYEN PERNGURUSAN KOLEKSI DAN PERKKHIDMATAN PELANGGAN

SEKSYEN PENGHUBUNG FAKULTI

SEKSYEN SOKONGAN PENYELIDIKAN

Pustakawan Kanan (S44)
NUR FARIZAH ABDULLAH

Pustakawan Kanan (S44)
ALMANIZAM ALIAS

Pustakawan Kanan (S44)
SHARIFAH AKMAL SYED ABD. RAHMAN

Pustakawan (S41)
WARDAH NAZIHAH OTHMAN

Pembantu Pustakawan Kanan (S22)
AZMA AWANG @ JAAFAR

Pembantu Pustakawan Kanan (S22)
NURUL ASHIKIN CHE HALIM

Pembantu Pustakawan Kanan (S22)
NORMALA YUSOFF

Pembantu Pustakawan (S19)
MAZLINA MAZLAN

Pembantu Pustakawan (S19)
MUHAMAD HAIZAN ZAKARI

Pembantu Pustakawan (S19)
AHMAD SUKRI JUSOH

Pembantu Pustakawan (S19)
MUHAMMAD UZAINI ABDULLAH HAZAM

Pembantu Pustakawan (S19)
ASUBRI MOHAMAD @ AWANG

Pembantu Pustakawan (KOSONG)

Pembantu Pustakawan (S19)
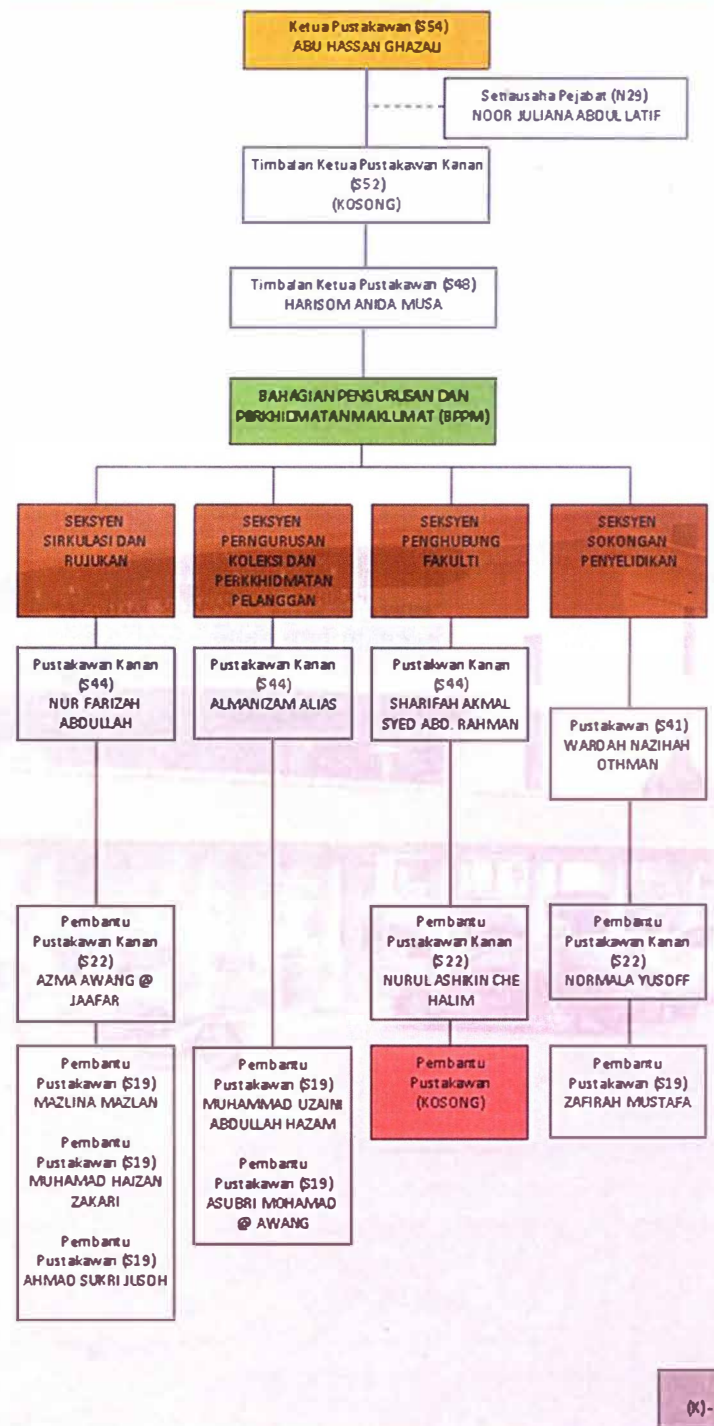ZAFIRAH MUSTAFA

CATATAN:
(X)- Pegawai Kontrak

Figure 2.4
Organizational chart Management and Information Services Department

2.2 DEPARTMENT FUNCTION

2.2.1 Knowledge Resources Development Department

Puan Fatimah Salim is a person who in-charge to handle Knowledge Resources Development Department as a Deputy Chief Librarian in Perpustakaan Sultanah Nur Zahirah (PSNZ). She responsible to monitor the business affairs of BPSI and also to manage procurement management section which under her have four sections. Each section have different scope of job to be done by each of staff in BPSI department.

- Indexing and Metadata section
    1. Plan and manage library indexing and cataloguing processes (metadata) using various formats which in both (print & non-print) based on the following standards;
        i. Anglo American Cataloguing Rules (AACR 2)
        ii. Library of Congress Classification Scheme
        iii. Library of Congress Subject Heading
        iv. Machine Readable Cataloguing format (MARC 21)
    2. Manage the final review process of the material before shipment and ensure complete details as specified by the following elements;
        i. the number of calls posted on the spine of the book or on the cover of the book;
        ii. book labels;

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iii. RFID tag;

3. Develop, implement and update indexing policies, procedures and rules for all library materials.

4. Manage the cleaning / correction activity of indexing records to ensure the indexing of library materials is at a level of quality that meets the standards.

- Acquisition management section

    1. Designing and manage allocation and expenses purchase of e-books, monographs and materials media source material including providing performance reporting expenses.

    2. Manage activities material selection for library collection of the various procurement method such as through:

        i. publisher catalogue

        ii. Book Fair International Kuala Lumpur (KLIBF)

        iii. UMT Book Fair

        iv. Suggestion from suppliers.

    3. Manage all processes purchase of material monograph such as book printed, e-books and media source material to be used as a collection library, started of the backup process purchase up to process payment.

4. Build, update as well perform the procedure acquisition, policy, manual reference, work procedure and related to procurement of materials library.

5. Manage activities tracking for get material publishing generated by citizens UMT as well as detecting procurement of gift items and exchange for PSNZ collection (material monographs and materials media source).

- Serial and Electronic Resources section

   1. Plan and manage the allocation and expenditure subscription of serial issues including providing reporting on spending performance.

   2. Manage the execution of the subscription activity from the subscription process to the process subscription material catalogue.

   3. Monitor and review data entry for database, journal master list (MyULIS) coordinated by UPM and represent the library as MOLEC member.

   4. Manage the process of receipt of the Serial (BTB) materials, donations / gifts and monitor and perform record cleaning / correction in the library.

- Archive digital section.

   1. Build collections by tracking and collecting records- records that have UMT history values and interests.

2. Transfer and provide storage space for UMT's worth of valuable records for maintenance purposes so that records can be reconsidered.

3. Managing the University Records Disposal Process

4. Become a supervisor and facilitate the disposal activities implemented by responsibility center at the university with the National Archives.

5. Manage record storage space, define requirements and equipment, temperature and ensuring the safety of records.

6. Implementing printed material conservation activities for continuous quality and use.

7. Manage the gallery of exhibits and carry out activities that characterize the University Archive.

2.2.2 Administration & Communication Strategic Department

Encik Ahmad Abdul Rahim Alias is a person who in-charge to handle Library Technology Management Department or known as Bahagian Pengurusan Teknologi Perpustakaan (BPTP) as a Deputy Chief Librarian in Perpustakaan Sultanah Nur Zahirah (PSNZ). He responsible to monitor BPTP and Administration & Communication Strategic Department known as Bahagian Pentadbiran Dan Komunikasi Strategik (BPKS) affairs and also to manage administrative section which under his have two sections. Each section have different scope of job to be done by each of staff in BPTP department.

- Data Repository and Portal Management section

    1. Carry out digitalization work, materials:

        i. Thesis

        ii. Project report

        iii. UMT historical value-material

        iv. Exam paper

    2. Uploading scanned and searchable materials to the portal for fast and effective information access.

    3. Index the Archive material into the system for the convenience and reuse of materials by:

        i. determination of the name / title of the material

        ii. call number

        iii. the location of the material

        iv. material information (if any)

    4. Conducting SDI activities (selective dissemination of information) by disseminating UMT's historical information to users in order to achieve status informative users.

    5. Manage the development of Image Bank (Image Repository) PSNZ.

    6. Collect and index printed material information about UMT from the press for access more widely.

    7. Collect UMT-related digital information from various digital sources to upload into UMT-IR.

8. Manage the maintenance of scanning equipment / scanners.

9. Manage PSNZ portals, applications and websites.

10. Control the portal and application training to staff and users.

- System Management, Media Sources and Equipment section.

    1. Manage application of ICT equipment and hardware library.

    2. Manage the maintenance of Digital Equipment PSNZ:

        i. Self-check Machine , Book drop , User PC, PC Counter, ILMU server, Barrier gate

    3. Manage library system and internal system.

    4. Maintain media resource materials and materials.

    5. Managing iCLS Room and space of use of media resource materials.

    6. Manage and develop the latest technology in the library.

    7. Conduct training related to systems and applications library to staff and customers.

    8. Manage the maintenance of Digital PSNZ equipment:

        i. PC Staff, Ipad, Macbook & Laptop, Projector, L.E.D & Media Display TV

9. Supervise complaints of damage and update antivirus.

10. Manage the delivery of the printed collection money to be sent to the Treasurer by the Administrative Section.

11. Handle digital room and Multimedia training room as well as executive discussion room.

12. Provide a list of edge select / disposal of ICT goods.

13. Management of ICT equipment and assets.

14. Managing Student PC loans.

2.2.3 Administration & Communication Strategic Department

Encik Ahmad Abdul Rahim Alias is a person who in-charge to handle Administration & Communication Strategic Department or known as Bahagian Pentadbiran Dan Komunikasi Strategik (BPKS) as a Deputy Chief Librarian in Perpustakaan Sultanah Nur Zahirah (PSNZ). He responsible to monitor BPTP and Bahagian Pentadbiran Dan Komunikasi Strategik (BPKS) affairs and also to manage administrative section which under his have three sections. Each section have different scope of job to be done by each of staff in BPKS department.

- Communication Strategic section

    1. Responsible for coordinating online information and promotions through the following channels:

        i.   Announces university billboards

        ii.   Offer PSNZ LED billboards and TVs

        iii.   Announcements portal

iv. FB / Twitter Social Pages

2. Implementing sources and collections for promoting consumer awareness through the use of social media.

3. Manage PSNZ corporate relationships and carryout publicity-related communications department.

4. Responsible for carrying out documentation duty for the preparation of the Annual Report of the University and the department.

5. Support video recording requirements for internal and external activities.

6. Manage movie video show activity on a scheduled basis.

7. Responsible for supporting design requirements graphs for office use.

8. Responsible for managing travel outside UMT and handling visits to PSNZ.

9. Design and implement the USR PSNZ program.

10. Design and implement strategic cooperation activities with PSNZ (ASFA) outsiders.

11. Responsible for coordinating publishing activities by Librarian for Lambor Digital.

12. Coordinate in the preparation of the University / Department Speech Text.

- Administration section

    1. Responsible for designing and managing staff training.

    2. Manage staff development and skills.

    3. Responsible for collecting the latest task list of each staff member.

    4. As a secretariat of PTJ SKT / LNPT.

    5. Develop and monitor the administration of libraries and external relations.

    6. Manage staffing, arrival and staffing matters.

    7. Manage, control and maintain file systems and record.

    8. Manage the entry of staff data and correspondence.

    9. As the event management secretariat.

    10. Managing data for Annual Report.

    11. Manages and updates library charts.

    12. Managing the financial records of the department.

    13. Manages purchase, payment and stock management stationery and office equipment.

    14. Managing payment of books, supplies, services and petty cash transactions.

    15. Money transfer from the library.

    16. Advance receipt refund.

    17. Claims for travel allowance and overtime work.

- Quality and Innovation section

    1. Coordinate the implementation and certification of the MS ISO 9001 quality system department.

    2. Manage Internal Quality Audit program. - File Desk, OSHA and others related.

    3. Responsible for the preparation and execution workshops / training seminars on quality, audit and innovation.

    4. Manage and coordinate departmental innovation programs.

    5. Impact management complaints / customer feedback for department.

    6. Implement monitoring on job performance measurements.

    7. Responsible for managing departmental statistics.

2.2.4   Management and Information Services Department

Puan Harisom Anida Musa is a person who in-charge to handle Management and Information Services Department or known as Bahagian Pengurusan Dan Perkhidmatan Maklumat (BPPM) as a Deputy Chief Librarian in Perpustakaan Sultanah Nur Zahirah (PSNZ). She responsible to monitor the affairs of the BPPM section and secure research support section which under her have four sections. Each section have different scope of job to be done by each of staff in BPPM department.

- Circulation and Reference section

    1. Manage counter services in the library.

2. Managing Membership Library (Registration and Registration) cancellation, graduate review, Stop / Lose / Fail / Leave learning, etc.)

3. Managing Loans, returns, renewals and order material.

4. Notice of warning / delay.

5. Report loss of material and related processes.

6. Responsible in updated the rules library and police counter service.

7. Analyse to users about any information about circulation services related.

8. Providing services direct references to main counter.

9. Loan between libraries.

10. Providing the selected information.

11. Identify the satisfaction index Library customers with implementing Satisfaction Survey Clients every year and more related studies.

12. Managing complaints / feedback from customers and analysis of complaints / feedback for action improvement.

- Collection Management and Customer Service section

  1. Manage library collections.

  2. Assess the strengths and weaknesses of library collections.

3. Manage compilation and revision of all library collections (shelving).

4. Implement Strength / Effectiveness Study Collection and analysis of study findings.

5. Carry out stoke take every year and weeding process library collection.

6. Manage the maintenance and restoration of library materials.

7. Coordinate collection of media source materials and promote reading encouragement activities.

8. Coordinate customer-friendly activities such as Week with Library.

9. Organize activities to increase the rate of use and loan of library materials.

10. Managing the Customer Advisory Desk service.

11. Adjust all the facilities offered by the library.

12. Coordinate room reservation service, discussion room, auditorium, plaza and others.

13. Manage the use, adjustment and report damage to all libraries facilities.

- Liaison Faculty section

    1. Coordinate the Liaison Librarians between the library with the school and graduate school.

    2. Identify the source of references and services required for teaching and research from School of Study.

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3. Attend meetings with the School of Study 2 times a year.

4. Communicate with the school in the development of collections and research needs.

5. Research and publication guidance through organization workshops and provide useful guides and links within the portal.

6. Provide and promote information literacy and researches instructions.

7. Manage Information Literacy Class, online learning class, database / e-book training session and others.

8. Read and maintain library guides, tutorials, videos and other appropriate learning methods.

9. Coordinator for the proposed procurement of List of List of Referrals (Reading List).

10. Monitor the trend of research and publication of the subject / field of matter.

11. Build and maintain printed / digital collections for subject / field matters.

- Research Support section

1. Generation of summaries and details of indexed academic publication information, Citation data generation, impact factor and H-index for public.

2. Earned indexed publication earnings reports without duplication.

3. Prepare a specially formatted report for MYRA, MOHES, SETARA<MQA and other related assessments.

4. Publication of the UMT's Article Index Indexed by Scopus / Web of Science to academic staff.

5. Provision of a school publishing report upon request.

6. Turnitin's technical support and software support to graduate and academic staff.

7. Make verification of UMT citizen publishing information through e-profile system.

8. Assist in uploading proof of publication information into UMT-IR system.

9. Research and publication guidance through organizing workshops and providing guidance and links useful in the portal.

10. Content management Research Guide / Research Help.

11. Provide and update the portal of research information source.

CHAPTER 3
INDUSTRIAL TRAINING ACTIVITIES

No	Date	Activity
1	August 1-9, 2018	Administration & Communication Strategic Department (Administration department)
2	August 12- September 6, 2018	Knowledge Resources Development Department
3	August 27, 2018	Medical leave(mc)
4	September 10- November 1, 2018	Management and Information Services Department
5	October 2-3,2018	Take Leave(permission by Encik Syed Mohd Helmy)
6	November 20, 2018	Take leave (permission by Encik Syed Mohd Helmy)
7	November 4- 29,2018	Library Technology Management Department
8	December 2- 31,2018	Administration & Communication Strategic Department (Administration department)

3.0 INDUSTRIAL TRAINING ACTIVITIES

3.1 TRAINING ACTIVITY

During the internship at Perpustakaan Sultanah Nur Zahirah (PSNZ), the organization has provided complete schedule that covers all units for five months. The activities during the internship are:

3.1.1 Administration & Communication Strategic department - Administration section (AUGUST 1-9, 2018)

- Administration section is under Administration & Communication Strategic Department or known as Bahagian Pentadbiran Dan Komunikasi Strategik (BPKS) at level 2 in PSNZ. Head of Administration & Communication Strategic department, Tuan Haji Abu Hassan Ghazali which hold as Chief Librarian in PSNZ.

- Deputy Chief Librarian, Encik Ahmad Abd Rahim alias was briefed about organizational structure in PSNZ and background of PSNZ.

- Learned on how classification of books on shelves according to its call number.

Figure 3.1
Shelving on shelves according to call number.

- Meeting with Encik Syahrulnizam Zuraimi about upcoming projects such as final project and also other events and activities:

  - QR Code project

  - Article review

  - Vocabulary (5 words per day)

- Briefed by Chief Librarian of Perpustakaan Sultanah Nur Zahirah (PSNZ), Tuan Haji Abu Hassan Ghazali about PSNZ started from early evolution of this library until today.

- Involved as library guide for students from SMK Tan Sri Yaakob, Tanah Merah, Kelantan:

- Described more about library's facilities and services for users.

3.1.2 Knowledge Resources Development Department (AUGUST 12-SEPTEMBER 6, 2018)

- Briefed about BPSI department by librarian which are Puan Sarawati binti Sulung, Puan Nur Sollehah and Encik Amir

Abdul Khalik on how each of their department involved in library activity in PSNZ day-by-day.

- Learned on labelling call number which are, spine label and book label.

| Figure 3.2 | Figure 3.3 | Figure 3.4 |
| Before labelling call number. | Take sticker. | Labelling on book. |
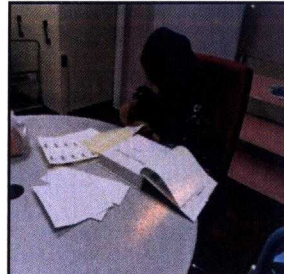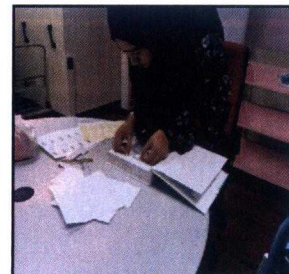
- "Lestari dalaman" was one of activity held by PSNZ on every Monday to strengthen relationship between librarians with staffs:
  - discussed on latest issues related to library's activity
  - rotation between staffs in PSNZ on give some motivations talked on free topics
- Learnt processed of release books by Puan Sarawati Sulung.

Figure 3.5
Process of release book.

- Learned the processed of cataloguing new books by staff, Puan Siti Ramelah. There are some steps to be followed during catalogue processed such as:

Table 3.1
Workflow catalogue

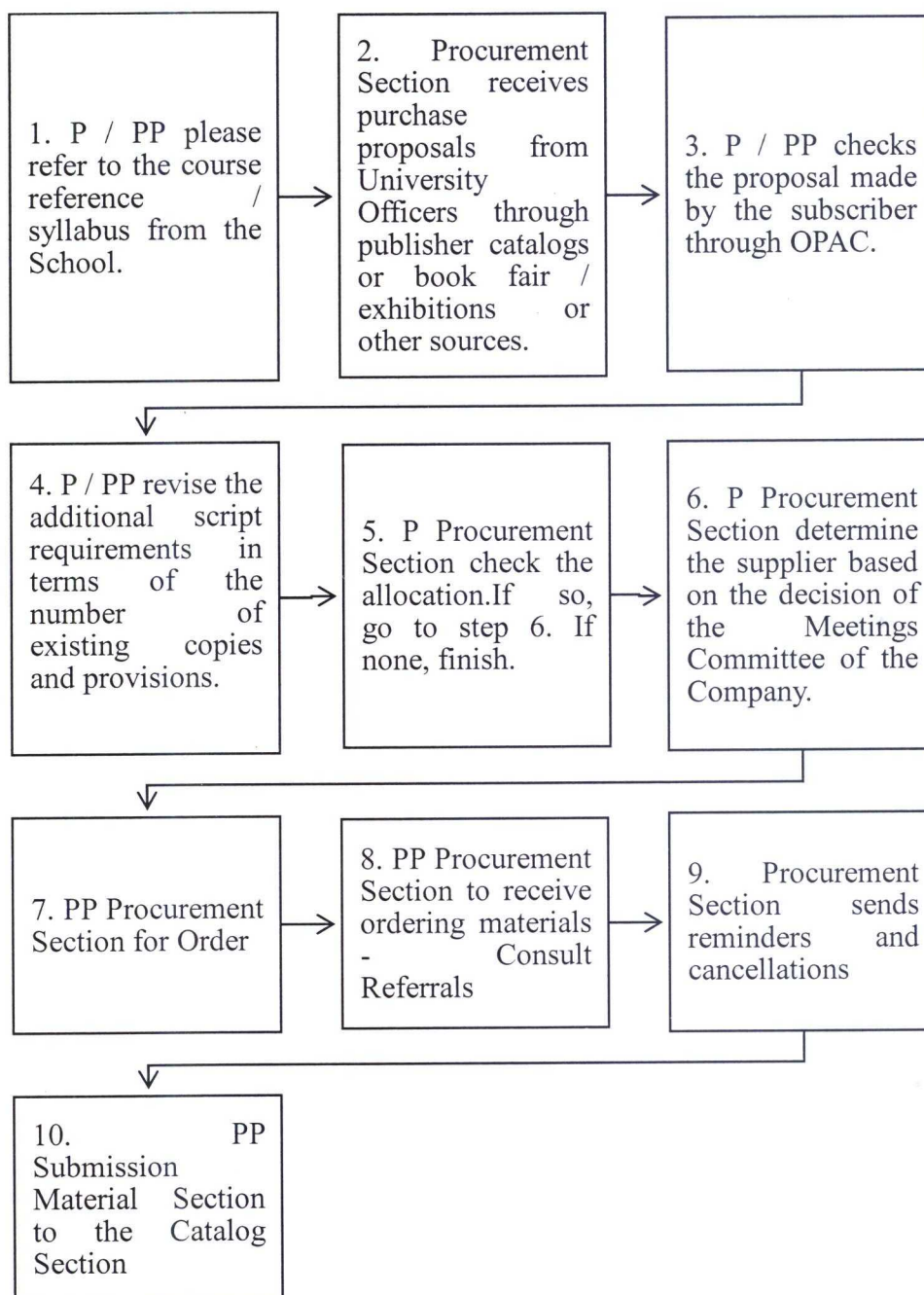| 1.Librarian((P)/ librarian assistant (PP)receive printed material and digital. For printed material immediately fill out Immediate Material Process Form.	2. librarian/ librarian assistant check material. If material is printed directly to step 3.If the digital material goes directly to step 4.	3. PP check material in OPAC either new material or additional script.If the new material goes straight to step 5.If the material already exists, copy the material call number.
4. PP starts the update process of e-books record using "Cataloging" module (Refer to Cataloging Instructions for e-books)	5. PP starts the material catalog process. (Refer to the Materials Cataloging Instructions).	6. PP conducts the editing process for materials that have CIP and copies into the library system using the "Cataloging" module.
7. P makes the original cataloging of materials that do not have CIP.	8. P/PP Record statistics into Cataloging Statistics Form.	9. P check bibliographic records that have been completed by PP.
9. P check bibliographic records that have been completed by PP .If there is a mistake, repeat the process	10. PP prints labels and barcodes to paste on material.	11. PP hand over material to PO BPSI for the process of pasting labels and barcodes.
12. Deliver the finished material to the label and the barcode to PP.	13. P check ingredients ready to be tampered by PO.	14.PP prepares memos to exit the completed material to BPPM and / or BPTP.

- Experienced to help during Inaugural Lecture Ceremony of Series 27 No.1 Year 2018 by YBHG. Professor Dr. Muhd Ikhwanuddin Bin Abdullah.

- Library guided from National Taiwan Ocean University's student.

Figure 3.6
Visit from Taiwan's student to PSNZ.

- Briefed and learned by Encik Mustafa Rani about Acquisition section:

Table 3.2
Workflow of acquisition section.

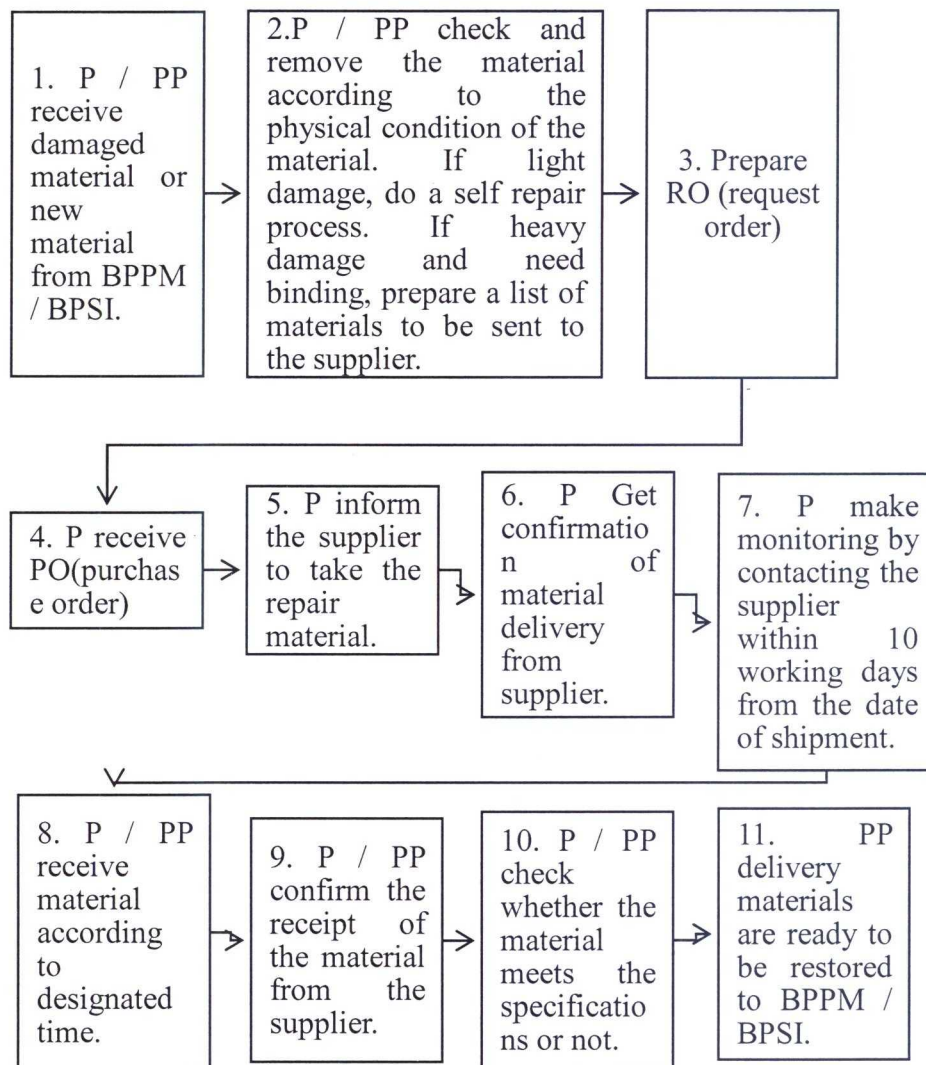| 1. P / PP please refer to the course reference / syllabus from the School.	2. Procurement Section receives purchase proposals from University Officers through publisher catalogs or book fair / exhibitions or other sources.	3. P / PP checks the proposal made by the subscriber through OPAC.
4. P / PP revise the additional script requirements in terms of the number of existing copies and provisions.	5. P Procurement Section check the allocation. If so, go to step 6. If none, finish.	6. P Procurement Section determine the supplier based on the decision of the Meetings Committee of the Company.
7. PP Procurement Section for Order	8. PP Procurement Section to receive ordering materials - Consult Referrals	9. Procurement Section sends reminders and cancellations
10. PP Submission Material Section to the Catalog Section		

- Attended UMT Citizen's Assembly Council 2018 (Majlis Perhimpunan Warga UMT 2018) at Sultan Mizan Hall, UMT.

- Learned processed repaired damaged book by Encik Ahmad Ajismie. All library materials conservation activities involving two categories namely light repair and heavy repair including

repair of damaged books, journal binding and coiled books.
This procedure will be applied starting from the process of
acceptance of the material to the re-process of the material.

Table 3.3
Process repairing book.

1. P / PP receive damaged material or new material from BPPM / BPSI.	2.P / PP check and remove the material according to the physical condition of the material. If light damage, do a self repair process. If heavy damage and need binding, prepare a list of materials to be sent to the supplier.	3. Prepare RO (request order)

4. P receive PO(purchase order)	5. P inform the supplier to take the repair material.	6. P Get confirmation of material delivery from supplier.	7. P make monitoring by contacting the supplier within 10 working days from the date of shipment.

8. P / PP receive material according to designated time.	9. P / PP confirm the receipt of the material from the supplier.	10. P / PP check whether the material meets the specifications or not.	11. PP delivery materials are ready to be restored to BPPM / BPSI.

- Visited archive that store old library materials such as newspaper.

- Learned on how to find statistics on online database in Cataloguing and Metadata section by Puan Fatimah Salim and Puan Nurshadila Mohd. Steps:

  o P / PP accepts requests / receives new proposals from academic / publisher / supplier. (The proposal from the publisher / supplier does not require a Proposed Subscription Form for Serial Publication)

  o P / PP identifies the status of either a new subscription or renewal by referring the Database Master List; If new, go to process 3. If renewal, proceed to process 4

  o P asks the supplier to create a demo session or allow the experiment.

  (Request report on use when in trial if available);

  o Ask for an estimate of the price from the publisher or supplier if the price is still incorrect;

  o P / PP provides documents for JKP's approval ie:

  a) estimated price;

  b) Usage reports (if any);

  c) Complete Serial Derivative Subscription Form (if proposal made by academic officer). In the case of a proposed purchase of materials submitted during the meeting, P requests the proposer to fill out the Proposal Form later;

  o P confirm status of approval:If Yes, proceed to process 7; If No, proceed to process 8;

- P requests real quotes and negotiates (if necessary) regarding price and package of products with suppliers;

- P inform the proposer about the status of approval;

- Pricing and approval:

Provide relevant documents to apply for the approval of certain parties (if necessary);

- 10. Get approval (if applicable)

If Yes, proceed to process 12; If No, proceed to process 11;

- P inform the proposer about the status of graduation;

- P confirms subscription / renewal approval by email or phone or subscription confirmation form supplied by the supplier;

- P / PP requests the Draft License Agreement (if any);

- P / PP accept Draft License Agreement from supplier;

- P / PP sends a license agreement 'to be reviewed by the UMT Legal Adviser. Upon its validity, the UMT Vice Chancellor / Director of the Center / Chief Librarian will sign the document;

- P / PP sends a signed license agreement duly signed to the supplier / publisher for signature (if not signed by them)

- P / PP invites the supplier from the supplier;

- P / PP receives the invoice and checks the information specified in the invoice

- P make sure the invoice information:

If correct, proceed to process 20

If incorrect, repeat process 17 (invoice invoice) until process 19;

- o PP send invoice together with copy of license agreement signed by both parties (publisher / supplier and Universiti Malaysia Terengganu) to BPPP for payment process.

- Learned processed of catalogue journal by Puan Nurshadila Mohd.

- Gotong-royong for celebrated Malaysia Day with all librarian and staff PSNZ.

- Attended talk about Web Intergrated Library Management Utilities (W-ILMU) by Sir Mani and his assistant, Miss Ainur.

3.1.3 Management and information Services Department (SEPTEMBER 10-NOVEMBER 1, 2018)

- Briefed by librarian under Research Support section, Cik Sharifah Akmal Syed Abd Rahman about her section.

- Briefed by Puan Harisom Anida about overall four sections under her department.

- Trained to give presentation on "Minggu Bersama Perpustakaan".

- Briefed by Puan Nur Farizah under her section, Circulation and Reference section.

- Helped staffs for packaging goodies for "Minggu Bersama Perpustakaan".

- Give presentation about PSNZ to student from faculty of Pemuliharaan dan Pengurusan Biodiversiti and Perakaunan.

Figure 3.7
Talk about PSNZ

- Learned on how process of borrowing library material

  o PK receives a material loan application with customer's membership card

  o Ensure that the circulation system module Circulation System - Circulation Charging is displayed and click the charging / fast charging button

  o PK scan card customer's cardcode type / type no. expert / matrix / staff

  o PK checks customer status by ensuring customer records are exposed.

  If the customer is eligible to make a loan, proceed to the work process 5

  If a customer has no record and is not eligible to make a loan directly to the work process 6

  o PK receives materials from customers

  o PK inform the customer to register as a library member.

  o PK checks the physical of the material whether damaged or not.

  If the material is defective continue to step 8
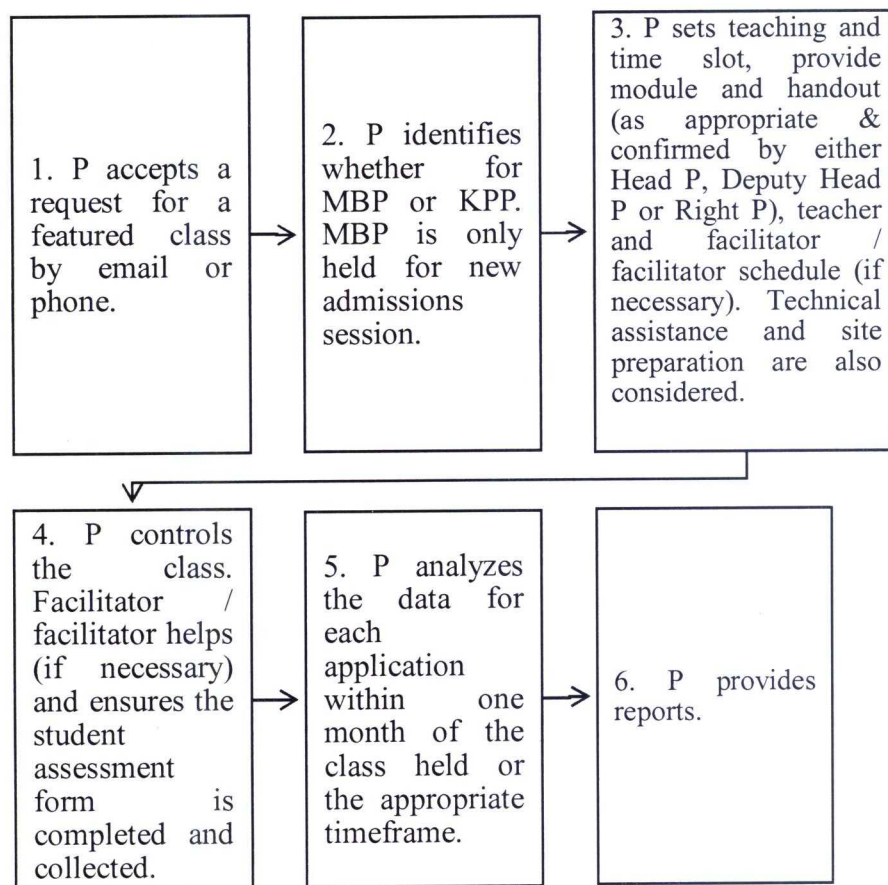
If not broken into step 9

- PK informs customers of materials can not be borrowed.

- PK scan barcode on material / material position over RFID workpad.

- PK make sure the charging / fast charging screen displays the details of the loan. Click on the charge button to verify the loan record in the system (if using the charging screen).

- PK return date of return on return date slip on material.

- PK disables security strips on loan material.

- PK submits loan materials to customers.

- PK returns the membership card to the customer.

- Joined a meeting with librarian and Pengurusan Technologi Maklumat (PTM)'s staff on the uses of Dashboard Power of PSNZ.

- Joined a meeting under Puan Harisom Anida Musa as Project Director on PSNZ Open day 2018 with all staff and librarians.

- Created some posters under Puan Nur Farizah on storytelling and colouring contest for PSNZ Open day (POD 2018).

- Briefed about MYRA and how it worked for library's activities using online database: Web of Science (WoS) and also Scopus by Puan Harisom Anida Musa.

- Volunteer for "Program Bicara Tokoh Media Dan Keusahawanan" with CEO Astro Awani.

- Learned on how to accept or rejected articles request by UMT's lecturer in E-profile by Puan Nur Farizah.

- Assistant for Customer Education Class (KPP), known as "Kelas Pendidikan Pelanggan", on topics the uses of Mendeley and Turnitin under Cik Sharifah Akmal Syed Abd Rahman.

Figure 3.8
Customer Education Class

Table 3.4
Workflow of Customer Education Class

1. P accepts a request for a featured class by email or phone.	2. P identifies whether for MBP or KPP. MBP is only held for new admissions session.	3. P sets teaching and time slot, provide module and handout (as appropriate & confirmed by either Head P, Deputy Head P or Right P), teacher and facilitator / facilitator schedule (if necessary). Technical assistance and site preparation are also considered.
4. P controls the class. Facilitator / facilitator helps (if necessary) and ensures the student assessment form is completed and collected.	5. P analyzes the data for each application within one month of the class held or the appropriate timeframe.	6. P provides reports.

- Learned on how to check student's fine using ILMU by Puan Mazlina.
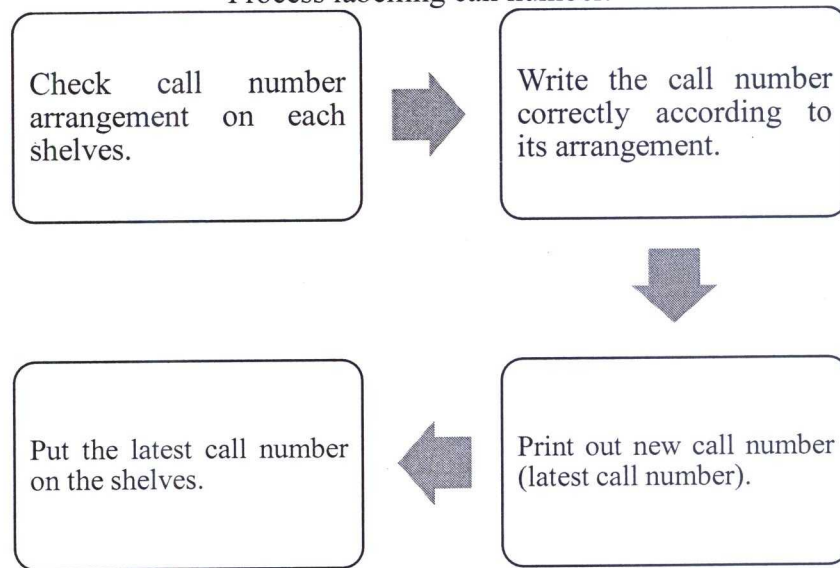
- Prepared to handle one slot which is "Segmen Diskusi Buku" under Puan Harisom Anida Musa.

- Briefed by Encik Almanizam about his section, helped identified and located book from OPAC PSNZ according to listing.

- Helped Cik Syarifah Akmal Syed Abd Rahman for "Guide To Getting Publish" Programme that cooperation with Emerald, Wiley and Elsevier.

Figure 3.9
"Guide to Getting Publish" Programme

- Helped Cik Syarifah Akmal Syed Abd Rahman for Springer Nature's programme, PSNZ co-organized a publishing talk with theme: The Ins And Outs of Book Publishing with Springer Nature.

- Briefed by Encik Asubri about his scope of work under Collection Management and Customer Service Section, handled damaged books.

- Learned labelling call number on shelves.

Table 3.5
Process labelling call number.

Check call number arrangement on each shelves.	Write the call number correctly according to its arrangement.

Put the latest call number on the shelves.	Print out new call number (latest call number).

3.1.4 Library Technology Management Department (NOVEMBER 4-29,2018)

- Briefed by Encik Asmawi Abd Rahman about his section, take care of digital section in PSNZ which are printed version to digital version with two staffs as an assistant.

- Learned on using I2S book scanner to scan printed book before uploaded to digital version.

- Learned to upload data into UMT-IR (published library material such as project report, exam papers, into PSNZ website) by Encik Hasdan Irwan and Encik Yusoh.

Table 3.6
Process digitize library material.

1. P receive materials and records (printed / soft copy).	2. PP to revise and remove material received according to physical material. If in the form of softcopy continue to store into the server (Step 6). If printed directly to the scan step (step 3).	3. PP do scanning work.
4. P check scan results. If quality is not satisfactory step . If satisfied go straight to step 5.	5. P and PP perform the editing process and enter the security code	6. P upload the material into the server
7. P upload material in the system	8. P check the accessibility of the uploaded material. If the material fails to re-run step 7.If the material can reach directly to step 9	9. P / PP update the receipt and digitization record / Checklist of the thesis list

- Learned processed of approved digital material into UMT-IR, such as article, proceeding newspapers and also exam papers.

- Briefed by Encik Hairolanuar Mohammad about his section and scope of work which are responsible to take care of Technologies and Library System in PSNZ such as computers and others library facilities such as book drop and self-check machine.

- Briefed by Puan Aida Kartini Ali on her scope of work in this section, learned to maintain Bahan Sumber Media (BSM)'s

collection such as CD, DVD and VCD and handled air humidifier machine.

- Briefed by Encik Che Mohd Halim about his scope of work, learned installed internet cable under pc table at computer area (recovery internet cable).

- Created manual for instruction before using computer at computer area.

- Helped Encik Hairolanuar to delete student data from barrier gate's listing, delete any data from student who had been graduated from UMT. They could not enter library anymore because all data have been remove from library system. This is one of security made by PSNZ to avoid from any problems happen.

3.1.5 Administration & Communication Strategic Department (DECEMBER 2-31,2018)

- Briefed by Encik Syahrulnizam Zuraimi about our final project, QR Code scanners which named as IQRA. This project due to Read@Uni programme. Some activities have been discussed with Encik Syahrulnizam Zuraimi such as:

  o Competition "R & W" (Read & Write)

  o Competition "The Inforgraphics Book Character"

  o Jom membaca bersama 10 minit

  o Competition "Anda Baca, Anda Jawab"

  o Pameran buku baru beserta "Bookstagram"

  o Competition "Make A Sentences"

- Learned filling file by Puan Juliana according to its categories.

- Finished special projects-IQRA.

3.2 SPECIAL PROJECT

3.2.1 IQRA PROJECT
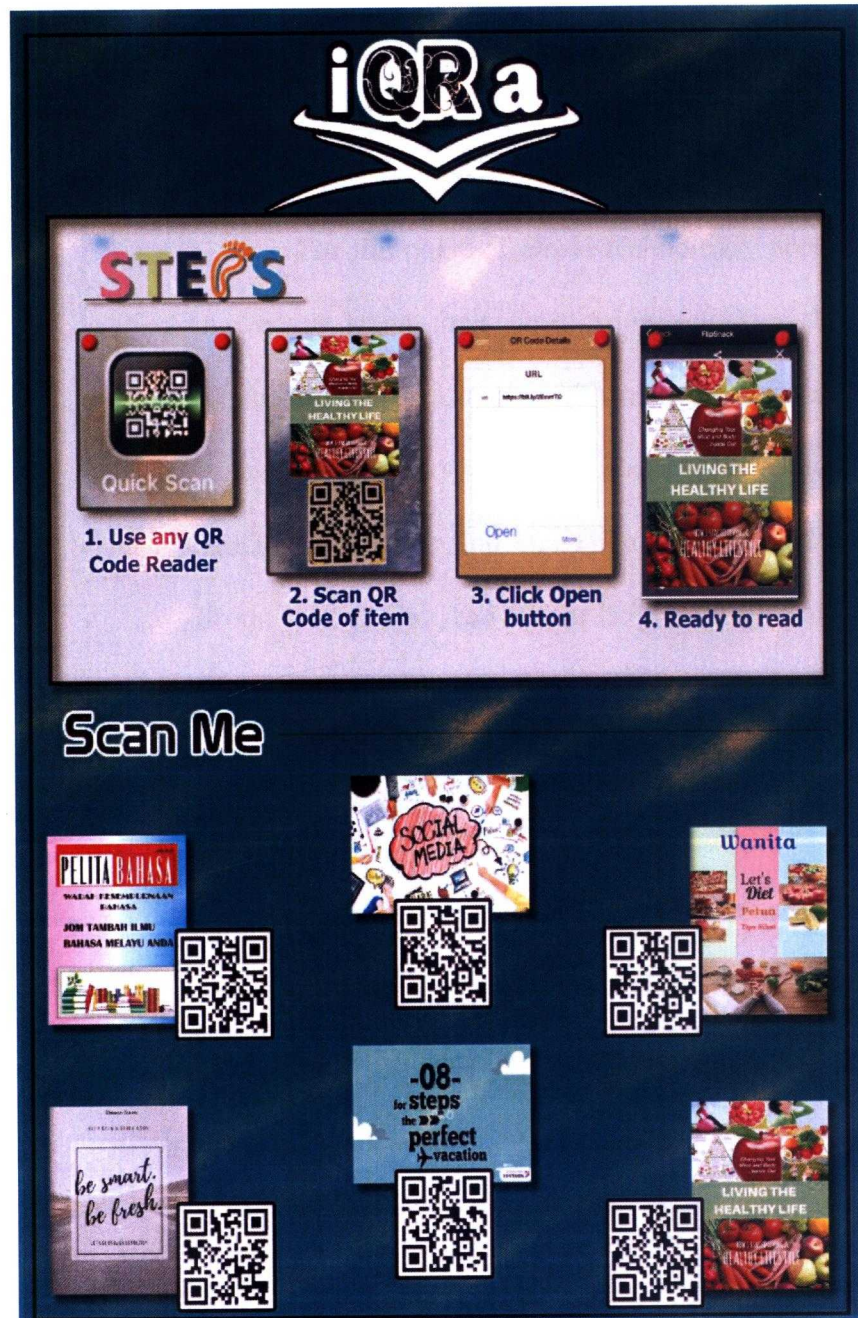
Figure 3.10
Our special project, IQRA

❖ Introduction

IQRA is a final project that our group done with our project director, Encik Syahrulnizam Zuraimi. The QR code is a trademark for the type of matrix bar code first created in 1994 for the automotive industry in Japan. The barcode is a machine-readable optical label that contains information about the attached item.

❖ Problem statement

- Abuse of technology

    For the point of abuse technology, people nowadays spent their time doing activities that waste time. For example, with online games and also busy with social media such as Facebook, Instagram, Twitter and etc. They know the effect from wasting time, so with the help of this product, can ensure they spent some of their time to read everywhere they are.

- Less interest in reading

    As we know, technologies change the world of library by digitize library material. Students can easily get information by only download and read by their own gadget. Some of them, did not have enough time to read because busy to complete their assignments, and just read when they need. With this IQRA product, they may read when scan the QR code.

- Lack of time to read

  On this point, some people lack of time to read because too busy on working, studying and did other job. Some factors encourage people to not make read as their habits.

❖ Objective

- Encourage reading culture

  One of the objective in produce this product is to encourage reading culture. Different topic in this IQRA project could ensure students and staffs interesting to read because it is using infographic design, colourful and also included some related videos. It is important to read at least only 10 minutes per day to make sure we know what actually happen day-by-day. Whether read printed or digital version, people have to encourage reading in their life style.

- Parallel with Read@Uni programme

  This product is parallel with Read@Uni programme, which to encourage people to read. Development of reading habit could be start by lecturer until spread to their students. In this point, it is crucial to lecturer take part in ensure their student able to read at least 10 minutes per day. Not only read academic books or articles, but on

different topic such as newspapers by online or printed.

- Follow current situation

Technologies become important in the world, to work, to communicate in daily life. This project follow the current situation because we upgrade from printed to digital version using different style. For example, some of the product using printed magazine then we change into printed version to able students and UMT's community read the information.

❖ Advantages

- Save time

Students and UMT's community could save their time while using this product because they only have to scan until the product appear on their screen. They does not have to go to library or searching internet to read.

- Digital reading

This product could encourage students and UMT's community into digital reading. Not only read printed material, but try to change their reading style using digital reading. Reading not only from academic books, magazine, newspapers but also in digital style.

- Generate knowledge

Even this product produce small topics, but the knowledge inside the product could generate knowledge person who read it. There will be included some tips to healthy life style, diet that did not related to academic books.

❖ Disadvantages

- Always update

    There will be 6 topics in this product which need to always update, maybe once a month to ensure users read different knowledge. One of the staff PSNZ responsible to change the information with new topics to encourage reading habit among students and UMT's community.

- Need to download QR Code generator

    Users need to download QR Code generator before scanning this product. They may download in Play store for android user, or App Store for apple users. Latest apple users actually already have this QR Code generator in their gadget.

- Need internet connection

    To run this IQRA product, users need internet connection to read. Slow internet connection may affect the topic appear slow in gadget screen.

❖ Application use

- Zoho show, Flipsnack, Powtoon

  There are three applications use to produce this final project, which are Zoho Show, Flipsnack and Powtoon. Zoho Show is an online powerpoint that different from powerpoint in laptop or PC. More animation and more design in that online powerpoint. Flipsnack is online application that appear like a book while Powtoon is a video presentation.
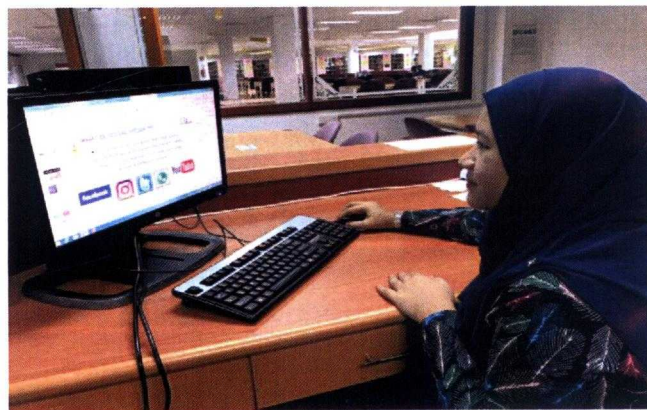
❖ Target user

- Student

- Staff

- UMT's community

Figure 3.11
Finished final project.

3.3 OTHER SPECIAL PROJECT

3.3.1 Malaysian Research Assessment Instrument (MyRA)

MyRA is an acronym for the Malaysian Research Assessment Instrument. It is a comprehensive system developed to assess the research capacity and performance of all Higher Education Institutions (HEIs) in Malaysia. I and others practical students learnt MYRA in detail with Puan Harisom Anida Musa. During one week, a lot knowledge I get when study about this MyRA. We required to help Puan Harisom to find detail about UMT's lecturers using online database, Scopus and Web of Scinece (WoS). From that, I know how big impact of these online database in library activities.

3.3.2 PSNZ OPEN DAY 2018

PSNZ held a programme to take touch with users of library such as students, lecturers, staffs and also UMT's community. The name of the programme is PSNZ open day 2018 (POD 2018) on 22nd-24th October 2018. The objective of POD 2018 is to tell public what library have and what services provided for them.

Figure 3.12
PSNZ Open Day 2018

- "SEGMEN DISKUSI BUKU"

  I and my team work responsible to in-charge in "Segmen Diskusi Buku" under Puan Harisom Anida Musa to help during the actual time.

  - Communicate with moderator who in charge on that day.

  - Write formal letter to send to moderator and authors.

- Colouring and storytelling competition

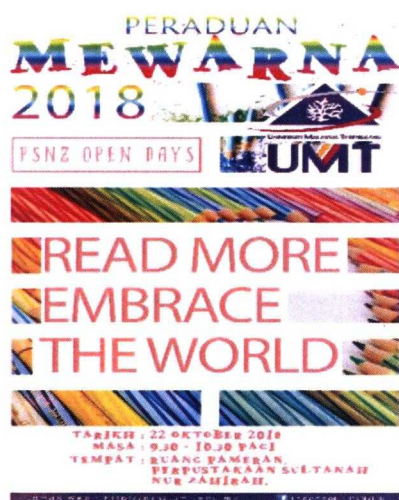 For this competition, I and my teamwork helped Puan Nur Farizah to design posters and form, looking for cartoon picture to be use on the day.

Figure 3.13
Poster colouring contest

3.3.3 ARTICLE REVIEW

Under administration section, Encik Syahrulnizam Zuraimi assigned us to make two article review about education. The chosen article was Data Analytic Service for Academic Libraries and differences between Research University, Teaching University and Comprehensive University. Each of article done by my own idea and creativity with the helped from my advisor.

3.3.4 Vocabulary (5 words per day)

Under administration section, Encik Syahrulnizam Zuraimi assigned us to make vocabulary, which is 5 words per day started from August until December. We need to read newspapers, New Strait Times to find word that we does not understand the meaning. This assignment was to upgrade our knowledge and vocabularies.

CHAPTER 4
INDUSTRIAL TRAINING
REFLECTION

4.0 INDUSTRIAL TRAINING REFLECTION

4.1 APPLICATION OF KNOWLEDGE, SKILLS AND EXPERIENCE IN UNDERTAKING THE TASK (KNOWLEDGE GAINED)

After completing 5 months of industrial training at Perpustakaan Sultanah Nur Zahirah (PSNZ) I had learned a lot of things. Since the first day, the librarian has prepared the scheduled of each department, complete for 5 months to ensure that student can learn something in each department. It is important to get the experience and acquire the knowledge. Industrial training is the platform for students in order to discover new skills to apply in the real work situation. The skills that I get from the industrial training are:

- KNOWLEDGE GAIN

    Started the industrial training at Perpustakaan Sultanah Nur Zahirah (PSNZ) from August until December, five months give me more knowledge that I never could get from any institution or organization. There are four department that plays crucial roles in handling library's activities and services day-by-day operation. Under Knowledge Resources Development Department, I learnt on how the process of purchase books until it been fully catalogue. Started from acquisition management section until book catalogue at indexing and metadata section. Few steps must be followed to ensure that there is no problem when the book was release at OPAC PSNZ' website.

    Under Management And information Services Department, two months there, I learned on how this department managing customer at main counter, on how librarians communicate with users of library at reference desk. Not only that, if there is students or lecturers that did not understand to use online database in PSNZ,

librarian who in charges to that scope of work, will did a class that called as "Kelas Kepuasan Pelanggan" (KPP). In that class, students learnt on how to find information such as article, e-books, journal rather than they used Google.

Under Library Technology Management Department, I learned on how this department involves with library activities such as handling technologies and equipment that have in library. Librarian and staffs that work under this department have to ensure that, all equipment such as desk and chair and also facilities such as computer, barrier gate, book drop, self-check machine and other be in good condition always. Furthermore, librarian here need to ensure that library system, ILMU can be use always and must be fast repaired if it could not function. Not only that, I learned processed of convert printed material to digital version, uploaded to UMT-IR to able students get the information or data.

- COMMUNICATION SKILLS

During five months in this organization, I learned communication skills with inside or outside people such as users of library and also with librarians and staffs of Perpustakaan Sultanah Nur Zahirah (PSNZ). Communication skills is crucial because when we learnt, we need to hear what he/ she is speaks. For example, I need to give responses when staffs teaching any activity that related to library or not. Before PSNZ Open Day (POD 2018), I discussed with our programme director, Puan Harisom Anida Musa on what should I did to ensure "Segmen Diskusi Book" programme run well. Here, I learned on how to talk with librarian and also other staffs.

Not only that, I learned communication skill when I and my group had to handle students from other institution to library tour around PSNZ. I described to them on what facilities and services that PSNZ provided to their users to ensure they could be in library comfortable. From there, I learned to speak English because they come from Taiwan.

- TEAMWORK SKILLS

On the point of teamwork skill, I and my group had to make at least one special project during industrial training in PSNZ. We successfully done our special project which is IQRA programme. We struggled to complete our project until the end with the helps from our project director, Encik Syahrulnizam Zuraimi from Communication Strategic Section. I learnt on using new online application, online powerpoint which is ZOHO. Each of us did different works to make sure this project run well.

- TECHNICAL SKILL

On this point, I learned about the ILMU System. This system was majority use in the units at Perpustakaan Sultanah Nur Zahirah (PSNZ) which is at Knowledge Resources Development Department, Indexing and Metadata section and also Acquisition Management section to do the catalogue and to change information about the material. In the Management and information Services Department, Circulation and Reference section I learnt library activities such as check and collect fines, add user information, borrowing and returning books and to key-in the data about disposal books. This system is very

important because it can save data for the library such as the data about materials, users and also control the system that has in the library.

4.2 PERSONAL THOUGHT AND OPINION

During the industrial training at Perpustakaan Sultanah Nur Zahirah (PSNZ), the staff treats practical students like their own family and they share their experience and knowledge with the practical students. They also do not mind to help and teach us about the library management.

There is a few difficulty that I feel when practical at this organization such as late open door to punch card and staffs did not have a good communications skill while dealing with users of library. First of all, late open door to punch card. As organization know that, practical student have to record time when they started and finished using punch card machine. We have to wait until staffs arrived at library to punch card and this effected on our punch card records.

Is it easy if organization give use password or thumbprint permission to open the main door. Maybe this is one of security that psnz try to ensure from irresponsible person get inside library building without permission. Hopefully, there is improvement in future and find out another alternatives.

Besides that, some staffs did not have a good communication skill while dealing with users of library. I could see this when new users try to use provided facilities, staff did not helped them. As we know, there is manual to guide user on using some facilities and services but new student still need someone to guide them correctly. In organization that provided services, PSNZ should ensure that they give fully services with a good service too.

4.3 LESSON LEARNT

- KNOWS THE LIBRARY MANAGEMENT AND WORKFLOW

  During five months in this organization, I can increase my knowledge on library management and workflow. Before this, I just learnt from my lecturer the basic about library management and does no how each of processed run to ensure library's activities run well. Each of department contribute different skills and work, on how librarians and staffs worked.

- IMPROVE SKILLS

  There is a lot of skills in get when doing practical here such as communication skill and technical skill. During PSNZ Open Day 2018, I got a chance to deliver a talk about PSNZ to new students. From that, I can develop my skills to speak confidently in front of the people. Not only that, when at circulation and reference section, I also learned how to speak with the users.

- WORK IN TEAM

  On this point, work in team as to complete our final project, IQRA programme. Our project will not successfully done without our sacrifice, our energy and also without our project director, Encik Syahrulnizam Zuraimi which give a lot of opinions and ideas to ensure this project run well. With teamwork, we can give the ideas during the brainstorm and selects the idea that are suitable with the situations. Then, the teamwork helps in encouraging creative thinking.

4.4 LIMITATION AND RECOMMENDATION

- TIME

During internships, I felt that the time is not enough to fully observe, adapt and adopt library management during five months here. At Library Technology Management Department, I only have two weeks to learn everything in Data Repository and Portal Management Section rather than at Management and Information Services Department, which is for two months.

For the recommendation, I hope that the schedule for practical training will be follow by the organization. This to ensure practical students can get enough of time to adapt and adopt all library's activities and knowledge with the given time. Each of department in library, have its own scope of work and different activities that can help in library activities day-to-day operation.

CONCLUSION

In conclusion, I has learned a lot of things and gets many knowledge and experiences. Actually, there are difference when handling and works in the library environment. Before practical, I just only knows regarding the terms of cataloguing, acquisition and so on through the class, but now I has a bit experience to manage the works. I thinks it is a good platform to me to explore in the reality of the work environment. Perpustakaan Sultanah Nur Zahirah (PSNZ) is a good place to undergo the practical training because PSNZ have the complete units that can make students understand more about the library organization and management.

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APPENDIX A:

ATTENDANCE

KERAJAAN MALAYSIA

A No. | NAMA: NUR NAJIHAH BINTI MOHD @ JOHARI

BAHAGIAN:

BULAN: OGOS

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7:36					
2				16:41		
3	7:44					
4						
5				16:57		
6	7:31			16:55		
7	7:33			16:51		
8	7:36			16:56		
9	7:32			16:34		
10	7:48					
11	7:36					
12	7:53			17:02		
13	7:39			16:52		
14	7:45			16:51		
15	7:27			16:51		

AMARAN

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

AHMAD ABDUL RAHIM ALIAS
Timbalan Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah
Universiti Malaysia Terengganu
21030 Kuala Terengganu

KERAJAAN MALAYSIA

B No. | NAMA:

BAHAGIAN:

BULAN: ....

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16				16:35		
17						
18						
19	7:42					
20	7:44			16:48		
21	7:43			16:52		
22	7:50			14:41		
23						
24						
25						
26	7:36			16:47		
27						
28	7:26			16:52		
29	7:26			16:49		
30	7:38			16:40		
31						

PNMB.,TR.

AMARAN

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

AHMAD ABDUL RAHIM ALIAS
Timbalan Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah
Universiti Malaysia Terengganu
21030 Kuala Terengganu

KERAJAAN MALAYSIA

A No. NAMA: NUR NADIHAH BINTI MOHD @ JOHARI

BAHAGIAN:

BULAN: SEPTEMBER

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7 35 am					
2				16:51		
3	7:30			16:51		
4	7:24			16:51		
5	7:21			16:56		
6	7:50			16:35		
7						
8						
9						
10	7:53			16:50		
11						
12	7:33			17:04		
13	7:24			16:44		
14						
15						

AMARAN

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

KERAJAAN MALAYSIA

B No. | NAMA:

BAHAGIAN:

BULAN: ....

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17	17 7:39			17:03		
18	18 7:48			16:53		
19	19 7:45			16:50		
20	20 7:21			16:48		
21						
22						
23	23 7:39			16:53		
24	24 7:27			16:51		
25	25 7:48			16:43	PINTU LAMBAT DIBUKA	
26	26 7:49			17:13	PINTU LAMBAT DIBUKA	
27				16:37		
28	28 7:48					
29						
30	30 7:30			12:00	PROGRAM BICARA TOKOH MEDIA & KEKARTAWANAN	
31						

PNMB.,TR.

AMARAN

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

AHMAD ABDUL RAHIM ALIAS
Timbalan Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah
Universiti Malaysia Terengganu
21030 Kuala Terengganu

KERAJAAN MALAYSIA

A No.   NAMA: NUR NAJIHAH BINTI MOHD @ JOHARI

BAHAGIAN:

BULAN: ....Oktober.........

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	8 7:27			8 16:55		
2						
3						
4	8 7:32			8 16:39		
5						
6						
7	8 7:25			8 16:49		
8	8 7:41			8 17:00	PINTU LEWAT DIBUKA	
9	8 7:44			8 17:03	PINTU LEWAT DIBUKA	
10	8 12:55			8 22:14		
11	11 7:43			11 16:40		
12						
13						
14	14 7:44			14 17:04		
15	15 7:35			15 17:03		

AMARAN

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

KERAJAAN MALAYSIA

B No. | NAMA:

BAHAGIAN:

BULAN: ....

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16				16:56		
17	7:30 / 7:20			16:55		
18	7:24			16:14		
19						
20						
21	7:26			16:50		
22	7:28			17:02		
23	7:30			17:02		
24	7:37			17:02		
25	7:34			16:32		
26						
27						
28						
29	7:53			16:50		
30	7:48			16:45		
31	7:32			16:45		

PNMB..TR.

AMARAN

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

AHMAD ABDUL RAHIM ALIAS
Timbalan Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah
Universiti Malaysia Terengganu
21030 Kuala Terengganu

KERAJAAN MALAYSIA

A No.	NAMA:	NUR NAJIHAH BINTI MOHD @ JOHARI

BAHAGIAN:

BULAN: NOVEMBER

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1	7:38			16:29		
2						
3						
4						
5	7:27			16:52		
6	7:35			16:46		
7	7:45			16:48	INTY BAMBAT DIBUKA	
8	7:30			16:30		
9						
10						
11	7:40			16:48		
12	7:28			16:55		
13	7:40			16:46		
14	7:41			16:51		
15	7:35			16:32		

AMARAN

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

KERAJAAN MALAYSIA

B No.   NAMA:

BAHAGIAN:

BULAN: ....

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18	7:28			16:49		
19						
20						
21	7:24			16:52		
22	7:27			16:32		
23						
24						
25	7:47			16:51		
26	7:31			16:58		
27	7:47			17:04		
28	7:27			16:46		
29	7:30			16:31		
30	7:47					
31						

PNMB., TR.

AMARAN

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

AHMAD ABDUL RAHIM ALIAS
Timbalan Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah
Universiti Malaysia Terengganu
21030 Kuala Terengganu

KERAJAAN MALAYSIA

A No.   NAMA: NUR NAZIHAH BINTI MOHD @ JOHARI

BAHAGIAN:

BULAN: ....DECEMBER....

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
1						
2						
3	8 7:28			816:47		
4	8 7:41			816:47		
5	8 7:31			816:58		
6	8 8:03			816:48		
7	8 7:32			816:32		
8						
9	8 7:50			816:55		
10	10 7:32			817:01		
11	11 7:31			16:55		
12	12 7:29			817:04		
13	13 7:56			816:30		
14						
15						

AMARAN

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

KERAJAAN MALAYSIA

B No.	NAMA:
BAHAGIAN:

BULAN: ....

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16	16 7:40			16:50		
17	17 7:36			16:54		
18	18 7:56			16:52		
19	19 7:53			16:50		
20	20 7:30			16:36		
21						
22						
23	23 7:37			17:13		
24	24 7:53			16:56		
25						
26	26 10:59			16:54		
27	27 7:39			16:44		
28						
29						
30	30 7:56			17:07		
31	31 7:36					

PNMB.,TR.

AMARAN

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

KELINIK PAKIAM

No. 2329, Batu 6, Jalan Gong Badak,
21200 Kuala Terengganu, Terengganu Darul Iman.
Tel: 09-662 4882

SURAT KENYATAAN DOKTOR   B No: 49788

Saya mengesahkan bahawa **Nur Hajihah Mohd Johari**
I here by certify that   **960721-11-5A64**

yang berkenaan

dari ....
of

tidak layak bagi menjalankan tugas-nya dalam tempoh **((1) ane 27/8/2018)** hari
will be unfit for the proper performance of his / her duties for   days
but he / she can / cannot attend court.

DR. JOSEPH ALOYSIUS PAKIAM (M.B.B.S)
KELINIK PAKIAM
Haribulan: **27/8/2018** 2329 Batu 6, Jalan Gong Badak
21200 Kuala Terengganu
Tel: 09-6624882   Tandatangan
Authorised Signature

SYED MOHAMMAD HELMY BIN MD AKHIR
Pustakawan Kanan
Perpustakaan Sultanah Nur Zahirah
Universiti Malaysia Terengganu
(UMT)

UNIVERSITI MALAYSIA TERENGGANU
JABATAN PENDAFTAR
Aras 1, Bangunan Canselori dan Pentadbiran
21030 Kuala Terengganu, Terengganu Darul Iman
Tel. : 09-668 4479   Faks : 09-669 6441

PERMOHONAN CUTI REHAT

Nama Pemohon : NUR NAJIHAH BINTI MOHD @ JOHARI

No. Kad Pengenalan : 960721-11-5464 .. Jawatan : ....

Kepada : ENCIK SYED MOHD HELMY ...., Universiti Malaysia Terengganu

Melalui : Ketua Bahagian : ....

Saya memohon cuti selama : ......2..... hari

Daripada : 02/10/2018 .... **hingga :** 03/10/2018 ....

Tidak termasuk hari minggu / cuti am pada : ....

Pengganti saya (jika perlu):

Nama: ....

Jawatan:...

.... Tandatangan pemohon

.... Tandatangan Pengganti

Tarikh : 27/9/2018 .....

Kelayakan cuti rehat bagi tahun : .... Daripada: 01/01/........... hingga: 31/12/........

Kelayakan cuti tahunan : .... hari

Cuti dibawa dari tahun ....: .... hari

Jumlah cuti bagi tahun ....: .... hari

Bilangan cuti yang telah diambil : .... hari

Baki cuti pada tarikh memohon : .... hari

Tarikh terakhir cuti diambil sebelum ini : ....

Baki cuti rehat hingga akhir tahun .... : ...... hari

.... T/Tangan Pembantu Tadbir (cuti)

Nama :...................................

Tarikh : ....

) Peraturan boleh/tidak boleh diatur untuk menggantikan pekerjaannya. Kebenaran bagi permohonan cuti di atas adalah disokong / tidak disokong.

.... T/tangan Pegawai yang bertanggungjawab/
Ketua Jabatan/Ketua Unit/Penyelia

Tarikh : .... Nama : ....

Jawatan : ....

v) **Cuti diluluskan / Tidak diluluskan**

.... Tandatangan

Nama : AHMAD ABDUL RAHIM ALIAS
Timbalan Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah
Universiti Malaysia Terengganu
21030 Kuala Terengganu

Jawatan :

Tarikh : ....

UNIVERSITI MALAYSIA TERENGGANU
JABATAN PENDAFTAR
Aras 1, Bangunan Canselori dan Pentadbiran
21030 Kuala Terengganu, Terengganu Darul Iman
Tel. : 09-668 4479   Faks : 09-669 6441

PERMOHONAN CUTI REHAT

Nama Pemohon : NUR NADIHAH BINTI MHD @ JOHARI

No. Kad Pengenalan : 9607 21-11-5464 .... Jawatan : ....

Kepada : ENCIK SYED MOHD HELMY ...., Universiti Malaysia Terengganu

Melalui : Ketua Bahagian : ....

Saya memohon cuti selama : ......1...... **hari**

Daripada : 20 / 11 / 2018 **hingga :** ....

Tidak termasuk hari minggu / cuti am pada : ....

Pengganti saya (jika perlu):

Nama: ....

Jawatan: ....

....
Tandatangan Pengganti

Tandatangan pemohon

Tarikh : 19/11/2018

Kelayakan cuti rehat bagi tahun : .... Daripada: 01/01/........... hingga: 31/12/........

Kelayakan cuti tahunan : .... hari

Cuti dibawa dari tahun ....: .... hari

Jumlah cuti bagi tahun .... : .... hari

Bilangan cuti yang telah diambil : .... hari

Baki cuti pada tarikh memohon : .... hari

Tarikh terakhir cuti diambil sebelum ini : ....

Baki cuti rehat hingga akhir tahun .... : ...... hari

T/Tangan Pembantu Tadbir (cuti)

Nama : ....

Tarikh : ....

) Peraturan boleh/tidak boleh diatur untuk menggantikan pekerjaannya. Kebenaran bagi permohonan cuti di atas adalah disokong / tidak disokong.

T/tangan Pegawai yang bertanggungjawab/

Ketua Jabatan/Ketua Unit/Penyelia

Tarikh : ....

Nama : ....

Jawatan : ....

/) **Cuti diluluskan / Tidak diluluskan**

Tandatangan

Tarikh : ....

Nama : AHMAD ABDUL RAHIM ALIAS
Jawatan : Timbalan Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah
Universiti Malaysia Terengganu
21030 Kuala Terengganu

APPENDIX B:

PROGRAM BICARA

TOKOH MEDIA DAN

KEWARTAWANAN

Sijil Penyertaan

Dengan ini disahkan bahawa

Nur Najihah binti Mohd@Johari
960721-11-5464

telah menyertai

PROGRAM BICARA TOKOH
MEDIA DAN KEWARTAWANAN
BERSAMA
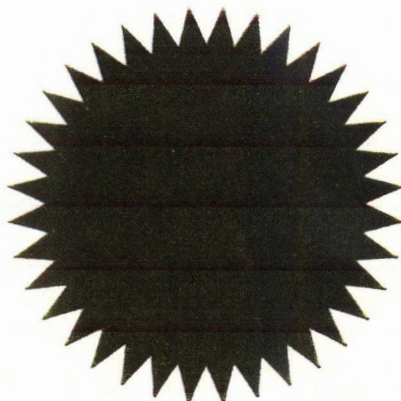**PELAJAR PUSAT PENDIDIKAN ASAS DAN LIBERAL.**
AWANI RANGERS DAN AWANI JUNIOR

anjuran bersama

PERPUSTAKAAN SULTANAH NUR ZAHIRAH, UMT
DAN
PUSAT PENDIDIKAN ASAS DAN LIBERAL UMT

pada

30 SEPTEMBER 2018

bertempat di

AUDITORIUM PERPUSTAKAAN SULTANAH NUR ZAHIRAH
UNIVERSITI MALAYSIA TERENGGANU (UMT)

HAJI ABU HASSAN BIN GHAZALI
KETUA PUSTAKAWAN
PERPUSTAKAAN SULTANAH NUR ZAHIRAH
UNIVERSITI MALAYSIA TERENGGANU

TENTATIF
PROGRAM BICARA TOKOH MEDIA DAN KEWARTAWANAN
BERSAMA PELAJAR PUSAT PENDIDIKAN ASAS DAN LIBERAL,
AWANI RANGERS DAN AWANI JUNIOR

30 SEPT 2018 / AUDITORIUM PSNZ

8.00 pagi	:	Pendaftaran Peserta
	:	Ketibaan tetamu jemputan
8.30 pagi	:	Ketibaan Pegawai-Pegawai Utama UMT
		Ybhg. Profesor Dr Asyraf bin Haji Abdul Rahman
		Dekan Pusat Pendidikan Asas dan Liberal, UMT
		Ybhg. Tuan Haji Abu Hassan bin Ghazali
		Ketua Pustakawan PSNZ
	:	Ketibaan Perasmi dan Penerbit Awani Junior
		Ybhg. Encik Suhaimi bin Sulaiman
		CEO Astro Awani
		Yang Mulia Raja Hisyam Raja Zaid
08.40 pagi	:	Bacaan Doa
	:	Ucapan Aluan Oleh Profesor Dr Asyraf bin Haji Abdul Rahman
		Dekan Pusat Pendidikan Asas dan Liberal, UMT
	:	Ucapan Perasmian dan Sesi Perkongsian Dunia Penyiaran
		Masa Kini Oleh CEO Astro Awani
	:	Gimik Pelancaran
09.50 pagi	:	Sesi Perkongsian bersama Penerbit Awani Junior
10.50 pagi	:	Soal jawab bersama Pelajar PPAL, Awani Rangers dan Awani Junior
11.00 pagi	:	Penyerahan Cenderahati kepada Perasmi dan Penerbit Awani Junior
11.15 pagi	:	Selesai
	:	Perasmi bersama Pegawai Utama UMT ke tempat Sidang Media
	:	Jamuan VVIP dan Jemputan
12.00 tgh	:	Kunjungan Hormat CEO Astro Awani ke Pejabat Canselori UMT

APPENDIX C:

POSTER

PERTANDINGAN BERCERITA

PSNZ open day 2018

UNIVERSITI MALAYSIA TERENGGANU
UMT

SYARAT-SYARAT PERTANDINGAN:

Terbuka kepada kanak-kanak berumur 5-6 tahun. Setiap sekolah perlu menghantar 3 orang peserta sahaja.

Cerita boleh disampaikan dalam bahasa Melayu atau bahasa Inggeris. Tajuk cerita adalah bebas.

Setiap peserta perlu melengkapkan borang penyertaan yang disediakan oleh pihak penganjur.

Hanya seorang peserta sahaja yang dibenarkan berada di pentas untuk mempersembahkan cerita.

Setiap peserta diberi masa 05 hingga 07 minit untuk menyampaikan cerita.

Peserta dibenarkan membaca nota/teks TETAPI tidak dibenarkan dibantu oleh orang lain (cikgu pengiring).

Penggunaan prop dan pemakaian kostum untuk membantu penceritaan adalah didigalakkan.

Pertandingan ini akan diadili oleh 2 orang hakim.

Pihak penganjur berhak meminda mana-mana syarat peraturan dari masa ke semasa.

Keputusan hakim adalah muktamad.

takluk kepada perubahan semasa

MASA
10.00 PAGI – 11.30 PAGI
TARIKH
22 OKTOBER 2018
TEMPAT
AUDITORIUM PERPUSTAKAAN SULTANAH NUR ZAHIRAH, UMT

KATEGORI 5 & 6 TAHUN

3 Hadiah utama menanti!

OBJEKTIF PERTANDINGAN:

- Memupuk keyakinan diri dan keberanian di kalangan peserta
- Mencungkil bakat murid dalam bidang bercerita

Untuk keterangan lanjut, sila hubungi:-
Puan Nur Farizah- 09-6684583 @ Puan Sarawati - 09-6684

BORANG PENYERTAAN

Nama: _____

No. Mykid/Surat Beranak: _____

Umur: _____

Sekolah: _____

Nama Ibu/Bapa: _____

No. Telefon: _____

tar borang penyertaan beserta maklumat-maklumat
diperlukan sebelum atau pada **16 Oktober 2018.**
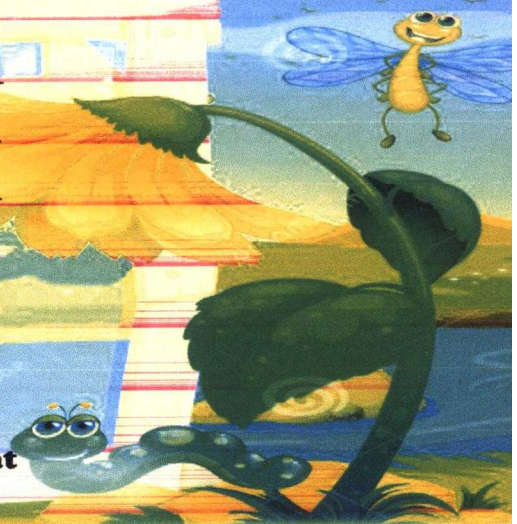
Pertandingan Mewarna 2018

UNIVERSITI MALAYSIA TERENGGANU
UMT

KATEGORI: 5-6 TAHUN

MASA:
9.30- 11.30 PAGI

TEMPAT:
Ruang Pameran
Perpustakaan Sultanah Nur Zahirah,
UMT

OBJEKTIF PERTANDINGAN

- Menggalakkan kanak-kanak untuk datang ke perpustakaan dan seterusnya memupuk minat membaca.
- Merangsang kreativiti kanak-kanak melalui seni lukisan

AT-SYARAT PERTANDINGAN:

ka kepada kanak-kanak berumur 5-6 tahun.

peserta perlu melengkapkan borang penyertaan yang disediakan oleh pihak njur.

peserta diberi masa 1 jam.

pensel warna sahaja dibenarkan (peserta digalakkan untuk membawa pensel warna i beserta papan pelapik untuk mewarna).

rtaan kanak-kanak akan dibatalkan sekiranya tidak mematuhi arahan.

peserta hanya layak untuk satu kertas mewarna sahaja.

pa atau penjaga atau guru pengiring tidak dibenarkan untuk menunjuk ajar peserta.

penganjur tidak akan menyediakan sebarang kerusi atau meja untuk para peserta.

penganjur berhak meminda mana-mana syarat peraturan dari masa ke semasa.

usan hakim adalah muktamad.

SILA HANTAR BORANG
PENYERTAAN BESERTA
MAKLUMAT-
MAKLUMAT YANG DIPERLU
SEBELUM ATAU PADA
16 OKTOBER 2018

Untuk keterangan lanjut, sila hubungi:-
Puan Nur Farizah- 09-6684583 @ Puan Sarawati - 09-66

BORANG PENYERTAAN

BUTIR PERIBADI PESERTA

Nama : _____

No MyKid/ surat beranak : _____

Umur : _____

Sekolah : _____

Nama Ibu/ Bapa : _____

No K/P : _____

THOMAS & FRIENDS

PSNZ OPEN DAY 2018

APPENDIX D:

ARTICLE REVIEW

DIFFERENCES BETWEEN RESEARCH UNIVERSITY, TEACHING UNIVERSITY AND COMPREHENSIVE UNIVERSITY

BY: NUR NAJIHAH BINTI MOHD @ JOHARI

Research, teaching and comprehensive universities have its own uniqueness. According to Western Sydney University, research universities mean an institutions that give creation of new knowledge or the use of existing knowledge in a new and creative way. It is to generate new concepts, methodologies and understandings about something. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes. Teaching university mean an institution that give education to their students and get input at the end of the learning process. There is their own standard and syllabus to be follow within the time given. Comprehensive universities means an institution that prepared for converting to a world-class university which is already have excellent in academic, technologies, social, economic political etc.

There are some differences between those university and can be divided into three aspects which are from the level of education process, financial or university's budgets and services and facilities provided for students and lecturers. As we know, each of universities already provided complete facilities to be used in learning process as to achieve their university's goal and objectives. Besides, all equipment and services is depend on what priority's university focuses on. It is a vain act when the facilities provided do not meet the needs of the students.

From the level of education, comprehensive university serves the best services to their students based on teaching method, research, innovation and produce graduates who will become a leaders whether in public or private sector rather than teaching and research universities. In research university, their learning process based on theory and practical which is doing research to gain the result. From that, students will easily understands what they learn with lecturers in classes and practice while doing research. It is the advantages of learning in research universities rather than teaching university. Other than that, for teaching university students just adapt and adopt what information that given by lecturers without doing any research. It's depend on student whether they want to have additional information with doing some research related to what they learnt.

Next, the aspect of financial or university's budget. The greatest the university's goal, the costly budget need to spend. As example, comprehensive university is an institution that

serves a lot of programme to students with excellent outcomes have bigger in budget. In order to buy enough technologies and other equipment to run learning process. To be as one of world-class university, each of university need to be excellence in research, academic and good facilities. The comprehensive and research university need higher budgeting because of the stuffs and equipment use very expensive rather than teaching university.

Last but not least is the aspects of services and facilities provided for students and lecturers. Not only in research universities, but teaching and comprehensive university also needs enough facilities to help in education process. Services that provided by university must follow what users need. An institution of higher education must modified and upgrade their educational programs and technologies to become a world-class university whether in research university, teaching university or comprehensive university (Zare, Pourkarimi, Salehi & Rezaeian, 2016). Internet and other electronic resources should always runs to able students, lecturers and staffs doing their job and could searching information easily and reduce waste of time. In addition, adequate funding must be available to support university's research and teaching as well as its other functions, the support must be consistent and for long term.

The successful of an institution not only depend on how much researches that students can produce but depend on how good they can derived the information into a good writing with best quality. Furthermore, it also involves on how their lecturers teaching using creativity and innovative ways to attract student's attention. Lecturers should guide students to build up a career interactive between teaching and scientific research (Shao, 2016).

REFERENCES

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Shao, K. (2016). A Research on the Construction of Distinctive Teachers in Teaching and Research University. *Proceedings of the 6th International Asia Conference on Industrial Engineering and Management Innovation*, 1103-1108. doi:10.2991/978-94-6239-145-1_109

Western Sydney University. (n.d.). Retrieved from Definition of Research: https://www.westernsydney.edu.au/research/researchers/preparing_a_grant_applicatio n/dest_definition_of_research

DATA ANALYTIC SERVICE FOR ACADEMIC LIBRARIES

BY: NUR NAJIHAH BINTI MOHD @ JOHARI

Data analysis is a process of inspecting, cleansing, transforming, and modelling data with the goal of discovering useful information, informing conclusions, and supporting decision-making. Data analysis also known as big data. According to Li, Lu, Dou & Wang (2017), big data used to refer data sets whose size is large and exceed the capability of existing data analytics tools to collect, store, process and analyse within a specific amount of time.

1.0 Big data and its characteristics

For the characteristics, big data can be summarized as Volume, Variety, Velocity and Value and has its own meaning. Volume means the data keep growing rapidly and the size of data is so big while Variety means the data are obtained from different sources and presented in different formats. The formats of big data not only include traditional structural data but also semi-structural data and unstructured data, such as video, audio, image and webpage. In addition, Velocity means data are generated very fast and the data collection, data mining and data analysis should be conducted as soon as possible in an acceptable time, so as to exploit the potential value of these data while value means analysing the big data are very beneficial to users. Another characteristics of big data is veracity which mean the uncertainty due to data inconsistency and incompleteness (Cheng, Zhang & Qin, 2016).

2.0 Challenges of applying big data in libraries

Some opinions from professional librarians said, the development of information technology and internet technology give huge impact to them such as about data accuracy, data reduction and data confidentiality and security. In the big data era, one of the challenges of libraries is to ensure the accuracy of the data. A lot of data and information always update from library's system and this is one of the reason why data must be store accurate to avoid from any misplaced. The accuracy of data is vital to obtain the meaningful information.

Besides, next challenges that librarian need to overcome is data reduction. Each of data in libraries is very crucial to be protected to run library activities. Data reduction important to ensure the value of remaining data is not affected by the useless data. Even, data reduction is crucial but librarians still lack of skills and experiences to handling it. Other than that, is about data confidentiality and its security. Li et al., (2017) stated that some libraries

gain help from professional data analysis agency to manage and process their data in proper ways. Here, their data security and data confidentiality may be not well protected. This is because they can't predict on how the professional data analysis agency could kept the data safely.

3.0 Big data application framework in libraries

There are a few frameworks about big data to guide library to manage its services to users such as human resource, literature resource, technologies support and service innovation. For human resource, each librarians need to know their level of skills on what subjects or skill that they have to able them did their job more efficient. For example, if librarians have skill on cloud computing, internet of things and information science, they can be trained from a technological perspective. The impact of big data, paper literature resource in National Library of China has dramatically dropped because of the increasing of electronic literature resource among readers. It is important to libraries make changes from printed version to digital version to follow the current trends as what reader's needs.

Other than that, some technologies useful to apply big data in libraries such as Not Only SQL (NoSQL), Public Key Infrastructure (PKI) and Hierarchical Network of Concept (HNC). Each of technologies has their own characteristics to help in library activities managing data. For service innovation, libraries must reshape their services in the aspect of on how reader's reading behaviour and reading method. Library must think about disabled reader on how they may use technology in libraries and what the suitable technology for them.

These topic of big data is one of the hottest issue among industry, government and academics all over the world. The fully describing on applications, concept, characteristics, challenges, opportunities and frameworks of big data give an enlightenment to readers to understand big data and its applications in libraries.

REFERENCES

Li J., Lu M., Dou G. & Wang S. (2017). Big data application framework and its feasibility analysis in library. *Information Discovery and Delivery, 45*(4), 161-168. doi:10.1108/IDD-03-2017-0024

Cheng S., Zhang Q. & Qin Q. (2016). Big data analytics with swarm intelligence. *Industrial Management & Data Systems, 116*(4), 646-666. doi:10.1108/IMDS-06-2015-0222

APPENDIX E:

CATALOGUING

EXERCISE

KATALOG LAPORAN PROJEK

```
Material Master                                    [_][□][X]
File  Record  Field  View
  ILMU      AAIM0550    2007.0.25    AZMA
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 Created Date :  14/01/2010    Modified Date : 14/01/2010
 Control No. :   0000007474                    Template : <none>
 Tag | Indi1 | Indi2 | Bibliographic Details
 090   0      0      |aLP 1 FST 2 2009
 100   0      0      |aAzmer Asraf Mohd Hussain
 245   1      0      |aKajian tekanan darah menggunakan model regresi
                      logistik|cAzmer Asraf Mohd Hussain
 260   0      0      |aTerengganu|bUniversiti Malaysia Terengganu|c2009
 300                 |ax, 47 p.|c30 cm.
 502   0      0      |aProjek Ilmiah FST (Ijazah Sarjana Muda Sains -
                      Matematik Kewangan) 2009
 520   3      0      |aKajian memfokus kepada penentuan faktor-faktor
                      yang mempengaruhi tekanan darah.  Suatu model
                      tekanan darah dibina untuk menguji kesan saling
                      tindak yang wujud diantara faktor-faktor yang dikaji
 602   0      0      |aLaporan Projek FST 2009
 |< [<] > |>|  Record 3 of 3                        QUERY
```

-      KATALOG MENGIKUT BAHAN (BI/BM)

-      602 TETAP (TIDAK BERUBAH)

KATALOG KERTAS SOALAN

-      SORT KERTAS SOALAN MENGIKUT ABJAD DAN NO.
-      TAG 856 – KALU ADA 2 KOD GUNA @

```
Material Master                                    [_][□][X]
File  Record  Field  View
  ILMU      AAIM0550    2007.0.25    AZMA
 Created By :    AZMA          Modified By :   MAWI
 Created Date :  17/11/2009    Modified Date : 25/11/2009
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 090   0      0      |aACC 3100/AKN 3831|bFPE Julai 2009/2010
 110   2      0      |aFakulti Pengurusan dan Ekonomi
 235   0      0      |aPerakaunan Perniagaan/Business Accounting
 245   0      0      |aPerakaunan Perniagaan/Business Accounting|fJulai
                      2009/2010|h[Online]
 260   0      0      |aUniversiti Malaysia Terengganu|bFakulti Pengurusan
                      dan Ekonomi|c2009/2010
 300                 |a16 p.|c30 cm.
 602   0      0      |aKertas soalan, FPE Julai 2009/2010
 710   2      2      |aFakulti Pengurusan dan Ekonomi|dFPE Julai,
                      2009/2010
 856   4      0      |u/digital/exampaper/ACC3100@AKN3831_julai_09-10.
 |< [<] > |>|  Record 5 of 5                        QUERY
```

Material Master

File Record Field View

| ILMU | AAIM0550 | 2007.0.33 | AZMA | |

Created By :   AZMA   Modified By :   AZMA
Created Date :   13/11/2014   Modified Date :   18/12/2014
Control No. :   0000009771   Template : <none>

Tag	Indi1	Indi2	Bibliographic Details
008			141113s2014 my eng
090	0	0	|aQA 218|b.A2 2014
100	1	0	|aAbashar, Abdelrhaman
245	1	2	|aA new type of conjugate gradient methods with sufficient descent property for unconstrained optimization|cAbdelrhaman Abashar
260	0	0	|aTerengganu|bUniversiti Malaysia Terengganu|c2014
300			|axxi, 215 p.|bill.|c30 cm.
500	0	0	|aPPIMG is an abbreviation for School of Informatics and Applied Mathematics
502	0	0	|aTesis PPIMG (Degree of Doctor of Philosophy) 2014
520	3	0	|aConjugate gradient method (CG) have an important part in unconstrained optimizations. Numerous studies and modifications have been concerned to improve these methods
602	0	0	|aTesis PPIMG 2014
650	0	0	|aConjugate gradient methods

k < > >| Record 2 of 2   QUERY

3. Tesis

Tag	Indi1	Indi2	Bibliographic Details
008			170301s2015 my ad xt 0 engr
090	0	0	|aQD 181 .085|b.A9 2015
100	0	0	|aAzrin binti Suroto
245	1	0	|aEffects of elevated tropospheric ozone on biochemical activities and yield of selected indica rice plants|cAzrin binti Suroto
260	0	0	|aTerengganu|bUniversiti Malaysia Terengganu|c2015
300			|aiii,94 p.|bill.|c30 cm.|e1 CD-ROM (4 3/4 in.)
500	0	0	|aPPSMS is an abbreviation of School of Marine & Environmental Sciences.
502	0	0	|aTesis PPSMS (Degree of Master of Science) 2015
504	0	0	|aIncludes bibliographical references.
520	3	0	|aOzone had been recognized as one of the major threats towards crops, including rice by giving the adverse effects on biochemical activities, physiological performance and yield production.
602	0	0	|aTesis PPSMS 2015
650	0	0	|aTropospheric|xOzone

2. Proceedings (bercetak/dlm bentuk bahan media)

Bibliographic Organisation

File   Record   Field   View   Leader

| ILMU | AACM0550 | 2007.0.37 | SARA | CAT |

Created By :   HZA   Modified By :   SARA
Created Date :   01/01/2018   Modified Date :   01/08/2018
Control No. :   0000130165   Template :

Tag	Indi1	Indi2	Bibliographic Details
008			180101s2016 my a e 1 eng
020	0	0	|a9789670962788
040			|aUMT|beng|cUMT|erda
090	0	0	|aTP 370.8|b.P6 2016
111	2		|aPostgraduate Seminar|n2nd|d2016|cKuala Terengganu, Terengganu
245	1	0	|aProceedings of Postgraduate Seminar 2016|bSchool of Food Science and Technology Universiti Malaysia Terengganu, 2 August 2016|corganised by School of Food Science and Technology, University Malaysia Terengganu
264		4	|c© 2016
264		1	|aTerengganu|bPenerbit UMT, Universiti Malaysia Terengganu|c2016
300			|a1 online resource (61 pages)|bcolour illustrations|c12 cm.
336			|atext|2rdacontent
337			|aunmediated|2rda
338			|avolume|2rda
347			|atext file|bPDF|2rda
504	0	0	|aIncludes bibliographical references.
590			|aPerpustakaan Sultanah Naur Zahirah
650	0	0	|aFood industry and trade|zMalaysia|xCongresses
650	0	0	|aFood industry and trade|zMalaysia|xResearch
650	0	0	|aEducation, Higher|zMalaysia|xResearch
710	2	1	|aUniversiti Malaysia Terengganu. School of Food Science and Technology, organizer

|< | < | > | >| Record 3 of 3   QUERY

APPENDIX F:

PSNZ OPEN DAY

Sekalung Penghargaan

PERPUSTAKAAN SULTANAH NUR ZAHIRAH

Merakamkan Setinggi-Tinggi Penghargaan & Terima Kasih

Kepada

NUR NAJIHAH BINTI MOHD @ JOHARI
960721-11-5464

Atas Sumbangan dan Komitmen Dalam Menjayakan

PSNZ
Open Days 2018

pada
22 hingga 24 Oktober 2018

bertempat di
Perpustakaan Sultanah Nur Zahirah,
Universiti Malaysia Terengganu (UMT)

ABU HASSAN GHAZALI
KETUA PUSTAKAWAN
PERPUSTAKAAN SULTANAH NUR ZAHIRAH
UNIVERSITI MALAYSIA TERENGGANU

UNIVERSITI MALAYSIA TERENGGANU

21030 Kuala Nerus, Terengganu, Malaysia

📞 : +609-6684116/
    : +609-6684185
🖨 : +609-6684179

🌐 : www.umt.edu.my
📧 : pro@umt.edu.my

**PERPUSTAKAAN
SULTANAH NUR ZAHIRAH**

Rujukan Kami   : UMT/L/BPPM-4/100-52/87(45)
Tarikh   : 6 September 2018
Bersamaan   : 25 Zulhijah 1440H

Senarai Nama Seperti Mana Lampiran

Assalamualaikum & Salam Sejahtera

Tuan/Puan,

LANTIKAN SEBAGAI AHLI JAWATANKUASA PROGRAM *PSNZ OPEN DAYS* 2018

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2.   Sukacita dimaklumkan bahawa tuan/puan dilantik sebagai Ahli Jawatankuasa Program *PSNZ Open Days* 2018 pada 22 – 24 Oktober 2018.

3.   Sehubungan dengan itu, saya amat berharap agar tuan/puan dapat memberikan iltizam dan usaha yang gigih dalam menjayakan Jawatankuasa Program *PSNZ Open Days* 2018 kali ini. Saya yakin dengan iltizam dan pengalaman tuan/puan, Program *PSNZ Open Days* 2018 akan dapat dilaksanakan dengan jayanya.

4.   Segala perhatian dan kerjasama Tuan/Puan amatlah dihargai.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Yang benar,

(ABU HASSAN BIN GHAZALI)
Ketua Pustakawan,
Perpustakaan Sultanah Nur Zahirah,
Universiti Malaysia Terengganu.
☎ 09-6684291
📧 ahg@umt.edu.my

s.k   1)   Fail Edaran

SENARAI AHLI JAWATANKUASA PSNZ OPEN DAYS 2018

Penasihat   : En. Abu Hassan Ghazali

Pengarah Program : Pn. Harisom Anida Musa

Bendahari   : Pn. Azma Awang @ Jaafar

Setiausaha   : En. Muhamad Uzaini Abdullah Hazam

Senarai AJK

Jawatankuasa	Ahli JawatanKuasa	Tugas / Tanggungjawab
Urusetia Program & Aktiviti	1) En. Almanizam Alias (K) 2) Pn. Farizah Abdulllah 3) Pn. Sarawati Sulong 4) En. Amir Abdul Khalik 5) En. Muhamad Uzaini Abdullah Hazam 6) En. Ahmad Sukri Jusoh 7) Pn. Mazlina Mazlan 8) Cik Normala Yusoff 9) En. Risman Yusya Sutan Kayo 10) Cik Noor Afzan Jaafar 11) Cik Nurul Syahida Zakari @ Awang 12) Cik Nurul Dayana Muhammad Ali 13) Cik Nurul Fatiehah Ramli 14) Cik Nur Najihah Mohd @ Johari 15) Cik Siti Nur Aisyah Abd Wahab	✓ Menyelaras perlaksanaan semua aktiviti-aktiviti yang dirancang ✓ Melaksanakan aktiviti-aktiviti yang dirancang ✓ Menyediakan dan mengedarkan sebarang surat, dokumen, jemputan yang berkenaan

Jawatankuasa	Ahli JawatanKuasa	Tugas / Tanggungjawab
Majlis Perasmian	1) En. Almanizam Alias (K) 2) Pn. Azma Awang @ Jaafar 3) Pn. Noor Juliana Abdul Latif	✓ Menyelaras majlis perasmian program PSNZ Open Days 2018 ✓ Mengurus protokol dan jemputan bagi majlis bersama Ketua Urusetia
Bengkel & Latihan	1) Cik Sharifah Akmal Syed Abd Rahman (K) 2) Pn. Fatimah Salim 3) Pn. Nurul Ashikin Che Halim	✓ Merancang, mengurus, melaksanakan aktiviti bengkel sokongan penyelidikan dan latihan pengkalan data
Jamuan & Hadiah	1) Pn. Wardah Nazihah Othman (K) 2) Pn. Zafirah Mustafa 3) Pn. Aida Kartini Ali	✓ Mengurus jamuan bagi majlis perasmian dan aktiviti-aktiviti lain yang berkaitan ✓ Merancang pembelian hadiah dan mengurus penyerahan hadiah bagi aktiviti-aktiviti yang berkaitan
Teknikal, Siaraya & Peralatan	1) En. Mohamad Asmawi Abdul Rahman (K) 2) En. Mohd Hairolanuar Mohamad 3) En. Asubri Mohamad@Awang 4) En. Che Mohd Halim Jusoh	✓ Mengurus tempahan peralatan ✓ Memastikan kefungsian peralatan siaraya dalam keadaan baik ✓ Menguruskan penyediaan sistem siaraya dan peralatan
Promosi & Hebahan	1) En. Mohd Shahrulnizam Zuraimi (K) 2) En. Mohd Azmi Mohamad 3) En. Muhammad Haizan Zakari	✓ Mengurus hebahan dan promosi di portal, email, facebook PSNZ dan laian-lain yang bersesuaian ✓ Menyediakan rekabentuk banner dan poster program dan aktiviti ✓ Mengendalikan rakaman gambar dan video setiap aktiviti
Kewangan , Jualan Booth & Tajaan	1) En. Syed Mohammad Helmy Md. Akhir (K) 2) Pn. Norsollehah Ahmad 3) Pn. Rozita Muda 4) Pn. Hazlina Ismail	✓ Merancang dan mengruskan aktiviti jualan booth (buku, makanan dan lain-lain) ✓ Menguruskan proses sewaan tapak dan proses bayaran sewaan ✓ Mendapatkan tajaan hadiah untuk aktiviti dan perasmian

UNIVERSITI MALAYSIA TERENGGANU

UMT

ATUR CARA MAJLIS

PERASMIAN PROGRAM PSNZ OPEN DAY 2018

23 OKTOBER 2018 / AUDITORIUM PSNZ

2.00 ptg	:	Pendaftaran Peserta Segmen Diskusi Buku
2.15 ptg	:	Ketibaan Pegawai Utama, Jemputan dan Pegawai-Pegawai Kanan UMT dan Jemputan
2.20 ptg	:	Ketibaan Penolong Naib Canselor (Hal Ehwal Korporat dan Jaringan Industri)
2.25 ptg	:	Nyanyian Lagu Negara Ku dan Cita Warisan
2.30 ptg	:	Ucapan Aluan Ketua Pustakawan
	:	Ucapan Perasmian Penolong Naib Canselor (Hal Ehwal Korporat dan Jaringan Industri)

3.00 ptg : Segmen Diskusi Buku
Moderator: Dato' Prof. Madya Dr. Noraien Mansor,
          Pengarah Penerbit UMT
1. Buku: Belangkas Di Malaysia/ Prof. Madya Dr. Faridah
      Mohamad, Pensyarah, PPSMS

2. Buku: *Green Sea Turtles of Malaysia*/ Prof. Madya Ts. Dr.
      Noraida Binti Haji Ali Pensyarah, PPIMG

3. Buku: Repositori Kelulut Indo-Malaya Sekayu/ Prof.
      Madya Dr. Shamsul Bahri Bin Abd Razak, Timb.
      Dekan (Akademik & HEP), PPSTM

4. Buku: Beautiful Terengganu & Ulik Mayang
      Warisan Terengganu/ Dato' Prof. Madya Dr.
      Noraien Mansor, Pengarah Penerbit UMT.

4.00 ptg	:	Penyampaian Cenderahati Penghargaan Penyampaian Hadiah Top Borrowers PSNZ Penyampaian Anugerah Ikon TV PSS Terengganu
	:	Sesi fotografi bersama pemenang
4.30 ptg	:	Jamuan

Rujukan Kami	: UMT/PSNZ/300-12/3 Jld. 2(02)
Tarikh	: 16 Oktober 2018
Bersamaan	: 7 Safar 1440H

Prof. Madya Dr. Faridah Mohamad
Pusat Pengajian Sains Marin dan Sekitaran
Universiti Malaysia Terengganu

YBhg. Dr.,

JEMPUTAN KE SEGMEN DISKUSI BUKU BERSEMPENA PROGRAM *PSNZ OPEN DAYS (POD2018)*

Dengan segala hormatnya saya merujuk kepada perkara di atas.

Sukacita dimaklumkan, pihak PSNZ akan menganjurkan Segmen Diskusi Buku bersempena dengan Program PSNZ *Open Days* (POD2018) yang akan berlangsung pada 23 Oktober 2018 (Selasa) bermula jam 2.30pm - 4.30pm di Auditorium PSNZ diikuti majlis perasmian. Segmen ini bertujuan untuk memperkenalkan hasil penulisan UMT terkini serta memberi kesedaran kepada warga UMT dalam usaha menggalakkan penerbitan buku ilmiah di universiti.

2.   Sehubungan dengan itu, pihak kami amat berbesar hati menjemput YBhg. Dr., selaku penulis buku Belangkas Di Malaysia untuk menjadi ahli panel dalam segmen ini nanti. Untuk makluman, YBhg. Dato' Profesor Madya Dr. Noraien binti Mansor akan menjadi moderator semasa segmen ini berlangsung.

3.   Segmen ini juga akan membincangkan buku-buku terbitan UMT lain seperti berikut:

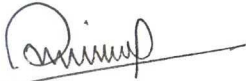| Judul Buku	Penulis /Panel Jemputan
Belangkas Di Malaysia	Prof. Madya Dr. Faridah Mohamad
Green Sea Turtles of Malaysia	Prof. Madya Ts. Dr. Noraida Binti Haji Ali
Repositori Kelulut Indo-Malaya Sekayu	Prof. Madya Dr. Shamsul Bahri Bin Abd Razak
Beautiful Terengganu	Dato' Profesor Madya Dr. Noraien Bt Mansor
Ulik Mayang Warisan Terengganu	Dato' Profesor Madya Dr. Noraien Bt Mansor

4.   Bersama-sama surat ini saya lampirkan tentatif majlis serta maklumat lain yang berkaitan. Semoga hasrat ini mendapat perhatian dan sokongan dari pihak YBhg. Dr. Sekiranya ada sebarang pertanyaan boleh hubungi, Harisom Anida Musa di talian 09-6684180 / 019-2789133.

CERTIFIED TO ISO 9001:2008
CERT NO.:MY.AR 4606

Segala perhatian dan kerjasama oleh YBhg. Dr. kami dahului dengan ucapan ribuan terima kasih.

Sekian.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(HAJI ABU HASSAN GHAZALI)
Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah, UMT
09-6684294
ahg@umt.edu.my

UNIVERSITI MALAYSIA TERENGGANU

21030 Kuala Nerus, Terengganu, Malaysia

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: +609-6684185 | ✉ : pro@umt.edu.my | **SULTANAH NUR ZAHIRAH**
🖨 : +609-6684179

Rujukan Kami	: **UMT/PSNZ/300-12/3 Jld. 2(02)**
Tarikh	: **16 Oktober 2018**
Bersamaan	: **7 Safar 1440H**

Prof. Madya Ts. Dr. Noraida Binti Haji Ali
Pusat Pengajian Informatik dan Matematik Gunaan
Universiti Malaysia Terengganu

YBhg. Dr.,

JEMPUTAN KE SEGMEN DISKUSI BUKU BERSEMPENA PROGRAM *PSNZ OPEN DAYS (POD2018)*

Dengan segala hormatnya saya merujuk kepada perkara di atas.

Sukacita dimaklumkan, pihak PSNZ akan menganjurkan Segmen Diskusi Buku bersempena dengan Program *PSNZ Open Days* (POD2018) yang akan berlangsung pada 23 Oktober 2018 (Selasa) bermula jam 2.30pm - 4.30pm di Auditorium PSNZ diikuti majlis perasmian. Segmen ini bertujuan untuk memperkenalkan hasil penulisan UMT terkini serta memberi kesedaran kepada warga UMT dalam usaha menggalakkan penerbitan buku ilmiah di universiti.

2.   Sehubungan dengan itu, pihak kami amat berbesar hati menjemput YBhg. Dr., selaku penulis buku *Green Sea Turtles of Malaysia* untuk menjadi ahli panel dalam segmen ini nanti. Untuk makluman, YBhg. Dato' Profesor Madya Dr. Noraien binti Mansor akan menjadi moderator semasa segmen ini berlangsung.

3.   Segmen ini juga akan membincangkan buku-buku terbitan UMT lain seperti berikut:

Judul Buku	Penulis /Panel Jemputan
Belangkas Di Malaysia	Prof. Madya Dr. Faridah Mohamad
Green Sea Turtles of Malaysia	Prof. Madya Ts. Dr. Noraida Binti Haji Ali
Repositori Kelulut Indo-Malaya Sekayu	Prof. Madya Dr. Shamsul Bahri Bin Abd Razak
Beautiful Terengganu	Dato' Profesor Madya Dr. Noraien Bt Mansor
Ulik Mayang Warisan Terengganu	Dato' Profesor Madya Dr. Noraien Bt Mansor

CERTIFIED TO ISO 9001:2008
CERT NO.:MY.AR 4606

OfficialUMT

Terokaan Seluas Lautan Demi Kelestarian Sejagat
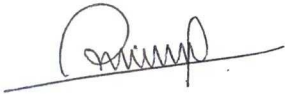Ocean of Discoveries, for Global Sustainability

4.	Bersama-sama surat ini saya lampirkan tentatif majlis serta maklumat lain yang berkaitan. Semoga hasrat ini mendapat perhatian dan sokongan dari pihak YBhg. Dr. Sekiranya ada sebarang pertanyaan boleh hubungi, Harisom Anida Musa di talian 09-6684180 / 019-2789133.

Segala perhatian dan kerjasama oleh YBhg. Dr. kami dahului dengan ucapan ribuan terima kasih.

Sekian.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(HAJI ABU HASSAN GHAZALI)
Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah, UMT
09-6684294
ahg@umt.edu.my

Rujukan Kami	: UMT/PSNZ/300-12/3 Jld. 2(02)
Tarikh	: 16 Oktober 2018
Bersamaan	: 7 Safar 1440H

Prof. Madya Dr. Shamsul Bahri Bin Abd Razak
Timbalan Dekan (Akademik dan HEP)
Pusat Pengajian Sains dan Teknologi Makanan
Universiti Malaysia Terengganu

YBhg. Dr.,

JEMPUTAN KE SEGMEN DISKUSI BUKU BERSEMPENA PROGRAM *PSNZ OPEN DAYS (POD2018)*

Dengan segala hormatnya saya merujuk kepada perkara di atas.

Sukacita dimaklumkan, pihak PSNZ akan menganjurkan Segmen Diskusi Buku bersempena dengan Program *PSNZ Open Days* (POD2018) yang akan berlangsung pada 23 Oktober 2018 (Selasa) bermula jam 2.30pm - 4.30pm di Auditorium PSNZ diikuti majlis perasmian. Segmen ini bertujuan untuk memperkenalkan hasil penulisan UMT terkini serta memberi kesedaran kepada warga UMT dalam usaha menggalakkan penerbitan buku ilmiah di universiti.

2.   Sehubungan dengan itu, pihak kami amat berbesar hati menjemput YBhg. Dr., selaku penulis buku Repositori Kelulut Indo-Malaya Sekayu untuk menjadi ahli panel dalam segmen ini nanti. Untuk makluman, YBhg. Dato' Profesor Madya Dr. Noraien binti Mansor akan menjadi moderator semasa segmen ini berlangsung.

3.   Segmen ini juga akan membincangkan buku-buku terbitan UMT lain seperti berikut:

Judul Buku	Penulis /Panel Jemputan
Belangkas Di Malaysia	Prof. Madya Dr. Faridah Mohamad
Green Sea Turtles of Malaysia	Prof. Madya Ts. Dr. Noraida Binti Haji Ali
Repositori Kelulut Indo-Malaya Sekayu	Prof. Madya Dr. Shamsul Bahri Bin Abd Razak
Beautiful Terengganu	Dato' Profesor Madya Dr. Noraien Bt Mansor
Ulik Mayang Warisan Terengganu	Dato' Profesor Madya Dr. Noraien Bt Mansor

4.   Bersama-sama surat ini saya lampirkan tentatif majlis serta maklumat lain yang berkaitan. Semoga hasrat ini mendapat perhatian dan sokongan dari pihak YBhg. Dr. Sekiranya ada sebarang pertanyaan boleh hubungi, Harisom Anida Musa di talian 09-6684180 / 019-2789133.
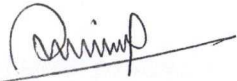
CERTIFIED TO ISO 9001:2008
CERT NO.:MY.AR 4606

OfficialUMT

Terokaan Seluas Lautan, Demi Kelestarian Sejagat
Ocean of Discoveries for Global Sustainability

Segala perhatian dan kerjasama oleh YBhg. Dr. kami dahului dengan ucapan ribuan terima kasih.

Sekian.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(HAJI ABU HASSAN GHAZALI)
Ketua Pustakawan
Perpustakaan Sultanah Nur Zahirah, UMT
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Rujukan Kami	:	UMT/PSNZ/300-12/3 Jld. 2(02)
Tarikh	:	16 Oktober 2018
Bersamaan	:	7 Safar 1440H

Dato' Profesor Madya Dr. Noraien Bt Mansor
Pengarah Penerbit
Universiti Malaysia Terengganu

YBhg. Dato',

JEMPUTAN KE SEGMEN DISKUSI BUKU BERSEMPENA PROGRAM *PSNZ OPEN DAYS (POD2018)*

Dengan segala hormatnya saya merujuk kepada perkara di atas.

Sukacita dimaklumkan, pihak PSNZ akan menganjurkan Segmen Diskusi Buku bersempena dengan Program *PSNZ Open Days* (POD2018) yang akan berlangsung pada 23 Oktober 2018 (Selasa) bermula jam 2.30pm - 4.30pm di Auditorium PSNZ diikuti majlis perasmian. Segmen ini bertujuan untuk memperkenalkan hasil penulisan UMT terkini serta memberi kesedaran kepada warga UMT dalam usaha menggalakkan penerbitan buku ilmiah di universiti.

2.   Sehubungan dengan itu, pihak kami amat berbesar hati menjemput YBhg. Dato', selaku penulis buku Beautiful Terengganu dan Ulik Mayang Warisan Terengganu untuk menjadi ahli panel dan moderator dalam segmen ini nanti.

3.   Segmen ini juga akan membincangkan buku-buku terbitan UMT lain seperti berikut:

Judul Buku	Penulis /Panel Jemputan
Belangkas Di Malaysia	Prof. Madya Dr. Faridah Mohamad
Green Sea Turtles of Malaysia	Prof. Madya Ts. Dr. Noraida Binti Haji Ali
Repositori Kelulut Indo-Malaya Sekayu	Prof. Madya Dr. Shamsul Bahri Bin Abd Razak
Beautiful Terengganu	Dato' Profesor Madya Dr. Noraien Bt Mansor
Ulik Mayang Warisan Terengganu	Dato' Profesor Madya Dr. Noraien Bt Mansor

4.   Bersama-sama surat ini saya lampirkan tentatif majlis serta maklumat lain yang berkaitan. Semoga hasrat ini mendapat perhatian dan sokongan dari pihak YBhg. Dato'. Sekiranya ada sebarang pertanyaan boleh hubungi, Harisom Anida Musa di talian 09-6684180 / 019-2789133.
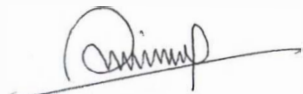
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Segala perhatian dan kerjasama oleh YBhg. Dr. kami dahului dengan ucapan ribuan terima kasih.

Sekian.

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