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UNIVERSITI
TEKNOLOGI
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UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT CUCMS LIBRARY AND
KNOWLEDGE MANAGEMENT CENTRE

Prepared For:

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Prepared By:

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2015272858

BACHELOR OF SCIENCE (HONORS) LIBRARY AND INFORMATION
MANAGEMENT

1 AUGUST 2018 – 31 DECEMBER 2018

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DECLARATION

AUTHOR'S DECLARATION

I declare that the work in this study was carried out in accordance with the regulations of Universiti Teknologi MARA. It is original and this is the result of writer own work, unless otherwise indicated or acknowledged as referenced work. This study has not been submitted to any other academic institutions or non-academic institution for any other degree or qualification.

In the event that writer study is found to violate the conditions mentioned above. I voluntarily waive the right of conferring of writer degree and agree to be subjected to disciplinary rules and regulations of Universiti Teknologi MARA.

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Title : Report of Industrial Training

Signature : _____

Date : 31 DECEMBER 2018

ABSTRACT

Scope of Information Management studies has provided challenges to anyone who involved on it that are not focusing on one thing. In order to finish writer study, writer have to occupy industrial training in academic library. Writer have chosen to do writer internship in Cyberjaya University College Medical Sciences (CUCMS). The trainee have been there for five months starting from 1st August to 31st December 2018. Based on trainee observation, CUCMS Library, is one of the great mechanisms for students in order to acquire and gains a high quality of knowledge and experience. CUCMS is recommended place for Information Management's students to undergo the internship. It is because CUCMS Library have equipped in order to fulfil the studies and course. During writer practical training, CUCMS Library gives priceless experience and train me how to be a good worker in order to be more multitasking, improve trainee self-confidence level when dealing with people and this the things that will comes the benefits to practical students like me. Trainee have learned a lot of things that cannot be achieved in trainee previous studies during practical training. Trainee have learned that there's lot of things that should be acquire in order to be a good and successful librarian or information professional. As Information Management students, we should be knowledgeable in order to deal with problems that might arise. Last but not least, the experience during industrial training is the best method in order to enhance the knowledge of the Information Management students.

ACKNOWLEDGMENT

Syukur Alhamdulillah, praise to Allah SWT that I managed to completed my internship training at CUCMS Library and Knowledge Management Centre starting from 1st August 2018 until 31th December 2018 to fulfil the requirement in completing my Bachelor of Information Science (Hons) Information System Management. I would like to express my gratitude to Mr Azhar Tajul Noor and his team for giving me the opportunity to be part of the team. All the knowledge and experience that I received is worth to build up my career in the future. I also would like to thanks to my faculty supervisor, Mr Mohd Faizal bin Ramsi for his guidance and continuous support during my internship period. Without his guidance I would not able to complete my final semester (semester 7). Last but not least, I would like to thank to my parents, siblings and friends who have been supporting me since the first day of internship. Also, many thanks to all the parties that contribute either directly or indirectly during my five months internship training.

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CHAPTER 1: INTRODUCTION

1.0 INTRODUCTION

The Industrial Training subject IMC690 provides pre-professional work experience with specific assignments and responsibilities. This subject also requirement for the students from Bachelor of Science (Honour) Library and Information Management Students to undergo industrial training as one of the conditions to completion degree in this field and to gain a degree. Students need to finish and complete the training industry for five months in certain organizations that were determined.

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.

1.2 OBJECTIVE OF INDUSTRIAL TRAINING

The objectives of the Industrial Training are:

1. To provide pre-professional work experience with specific tasks and responsibilities.
2. To encourage or stimulates a personal career interest, serving as a bridge between university and the environment of work.
3. To help students improve their marketability after graduation.
4. To encourage students to apply the skills and knowledge gained at the university to benefit the organizations.
5. To adapt management and technical skills in a library and information environment.

1.3 PURPOSE OF THE INDUSTRIAL TRAINING

The industrial training report is a report that must be completed for students who have been training for five months in the industry specific organizations. This report clearly explains the practical work and theory that has been learned and implemented during industrial training. The industrial training students must make a full report on what they had done during the period of industrial training.

The main purpose of practical training report is:

1. Give the impression to the reader about the activities carried out within the framework of the students and to the role of the department or the firm.
2. As a book to gather all the information and data obtained during industrial training.
3. Describing the work done by the student daily report book.
4. As an initial overview and reference for students who will undergo industrial training.
5. In reference to the management of the company for improvements to the company in the future.

1.1

BACKGROUND OF ORGANIZATION

1.1 BACKGROUND OF ORGANIZATION

1.1.1 LOCATION/ SITEMAP OF CUCMS

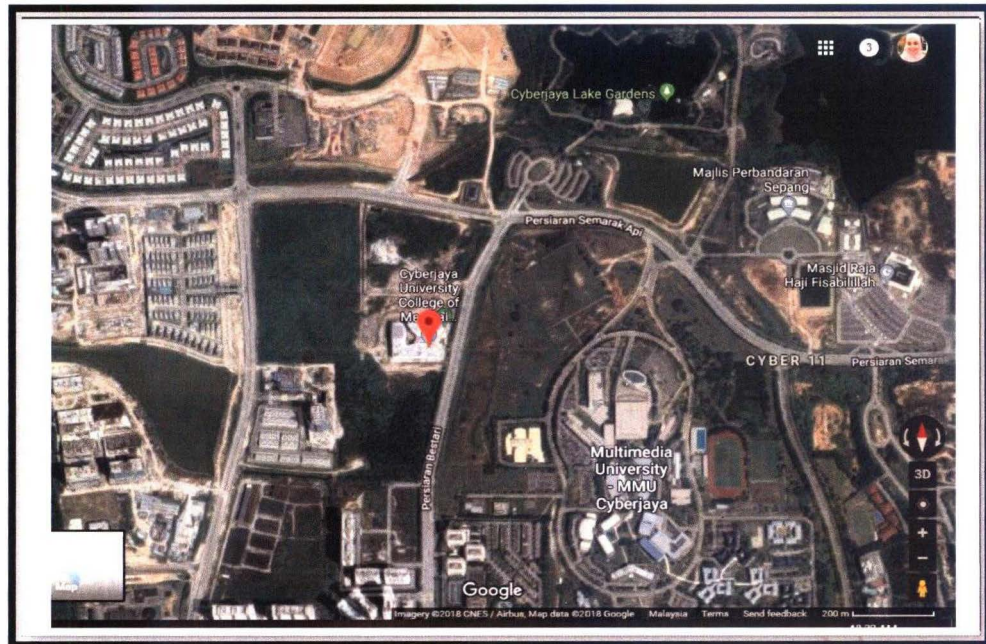


Figure 1.1: Location CUCMS

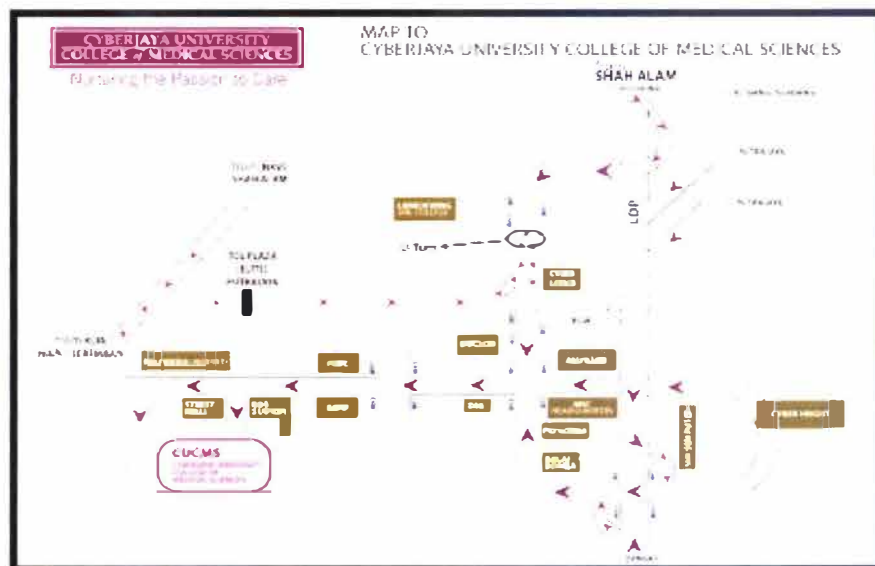


Figure 1.2: Sitemap CUCMS

1.1.2 HISTORY OF CUCMS

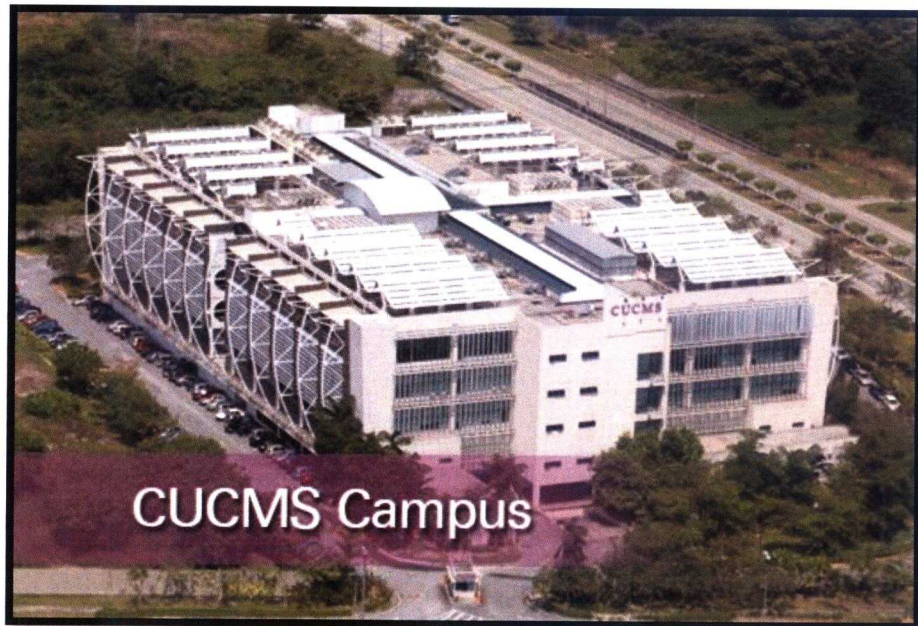


Figure 1.3: CUCMS at Persiaran Teknokrat 3

Cyberjaya University College of Medical Sciences was established by a group of prominent medical specialist and educators on 23 October 2005. The institution originally consisted of two faculties offering two Bachelor's degree programmes in medicine and pharmacy. It operated out of its first campus at Street Mall, Cyberjaya.

In 2009, CUCMS moved to its present location in anticipation student growth. The campus offered increased student capacity and fully equipped teaching facilities.

In 2010, three additional faculties were established to offer allied health science, occupational safety & health, and complementary medicine programmes.

Dato' Prof. Dr. Abu Abdullah was appointed as the new President on 4 January 2010. In the same year CUCMS created history when it signed a Memorandum of Understanding (MOU) with the Malaysian Homeopathic Medical Council, thus becoming the first Malaysian university to recognize and offer a homeopathic medical science degree programme (CUCMS Website 2018).

By 2013 facing intense regulatory and financial pressure in a fast-evolving landscape, the institution was acquired by SMR Group, who went about implementing a turn-around. The new owners sought to improve governance by establishing a new leadership team, re-allocating resources to improve quality and modernizing the university's operations to improve efficiency. Largely successful, in two years, Cyberjaya University College of Medical Sciences had improved its financial standing and quality. The turn-around and human resource improvement initiatives were acknowledged as a success by the US-based, management and leadership magazine, Workforce, when it awarded the university with its 2015 Optimas Gold Award for Managing Change.

In October 2014, the university revealed plans to collaborate with HCK Capital Group to build a new campus in Cyberjaya which is expected to be operational by 2018. There are five (5) faculties within the main campus building in Cyberjaya all includes:

- Faculty of Medicine
- Faculty of Pharmacy
- Faculty of Occupational Safety and Health

- Faculty of Allied Health Science
- Faculty of Traditional and Complementar



Figure 1.4: New building CUCMS at Persiaran Bestari



Figure 1.5: CUCMS Library Building

Library as Knowledge
Management Centre

1.1.3 LOGO OF CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES



Figure 1.6: CUCMS Logo

The University logo serves as a visual identity of the university. It consist of two (2) colours, namely purple and white. The colour of purple symbolize the values of caring nobility and spirituality where else the white colour represent kindness, wholeness and a sense of completeness.

1.1.4 VISION CUCMS

The vision of CUCMS is aspire:

- To be a distinctive institution of higher learning producing complement healthcare and related professional.

1.1.5 MISSION CUCMS

The mission of CUCMS is:

- To be distinctive medical sciences institution of international repute, producing competent healthcare professional who are intellectually emotionally and spiritually balanced.

1.1.6 CUCMS LIBRARY AND KNOWLEDGE MANAGEMENT CENTRE

CUCMS Library is an academic library that more focus on sciences. According to CUCSM website (2017), the CUCMS Library and Knowledge Management Centre was established in 2006 and specialized in the area of General and Specialized Medicine, Pharmacy, Traditional and Complementary Medicine as well as Allied Health Sciences. Until now, the library has a total 15, 000 for physical collection. Besides operating at the main campus in Cyberjaya, there are five (5) other Resources Centre located at various Government Hospital in Sepang, Terendak, Melaka, Seri Manjung Perak and Banting Selangor.

1.1.7 CUCMS LIBRARY (MAIN CAMPUS)

It is located at the third level of the university main campus. In August 2018, CUCMS moved to the new building in area of Cyberjaya. CUCMS Library and Knowledge Management Centre in Cyberjaya is equivalent with their functions to be as the main library for the campus, the library also provided varieties of facilities and services to meet the users need. CUCMS main library has 500 seating capacity where students can use the seating areas as their study and relaxing area. Other than that, the library also has thesis room and discussion room for their users.

Various facilities and services available at the library for the aim of producing graduates who are knowledgeable and competitive and experienced staff and can provide for innovation in building human development. CUCMS always strive to provide excellent service to all users receive the suggestions and criticisms raised.

CUCMS Library has a two-story building where the ground floor is an area of 18,000 square feet and the top floor of 12,000 square feet. The number of users who can enter library at one time is 600.

1.1.8 LOGO OF CUCMS LIBRARY



Figure 1.7: Logo of CUCMS Library

Address:	Persiaran Bestari, Cyber 11, 63000 Cyberjaya, Selangor
Web site:	http://www.cybermed.edu.my/library
Facebook:	CUCMS Library
No. Telephone:	03-83137187
Email:	cucmslibrary@cybermed.edu.my

Table 1.1: Information CUCMS

1.1.9 VISION AND MISSION

i. VISION

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

ii. MISSION

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

CUCMS Library now has 5 staff, headed by a Library Manager

Mr Azhar bin Tajul Noor and five librarians, which are:

- Mr. Ahmad Azim bin Pikeri (Circulation Unit)
- Mrs. Noraida binti Zakaria (Technical Services Unit)
- Mrs. Hawa Naimah binti Kamarudin (Reference Unit)
- Mrs. Ainul Akmal binti Marzuki (Acquisition Unit)
- Mr. Khairul Anwar bin Zulkifli (Automation Unit)

CUCMS Knowledge Management Centre is a Library of Cyberjaya University College Medical Sciences (CUCMS), which is the reference point for the entire campus community in general.

1.1.10 CLIENT CHARTER OF CUCMS LIBRARY AND KNOWLEDGE MANAGEMENT CENTRE

The library is a vital partner in the teaching, learning, research and community service activities of CUCMS. They provide access to information resources and assistance of usage and support to enable their client to develop the skills needs. Library objective is to provide the best possible library service and to be responsive, innovative and professional in everything.

1.1.11 ORGANIZATION CHART OF CUCMS LIBRARY AND KNOWLEDGE MANAGEMENT CENTRE

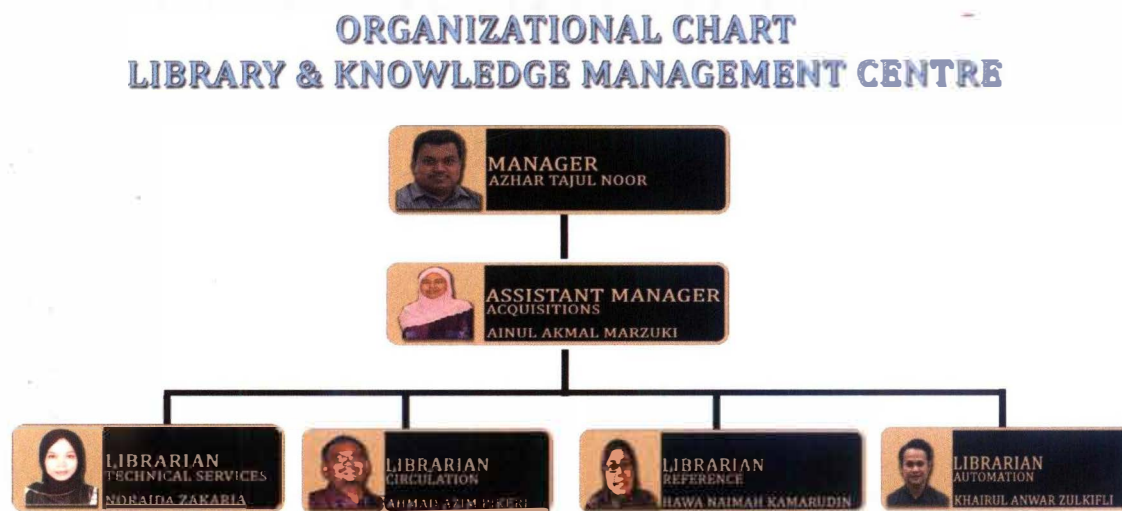


Figure 1.8: CUCMS Library Organization chart

1.2

ORGANIZATIONAL STRUCTURE

1.2 ORGANIZATION CHART OF CYBERJAYA UNIVERSITY OF MEDICAL SCIENCES

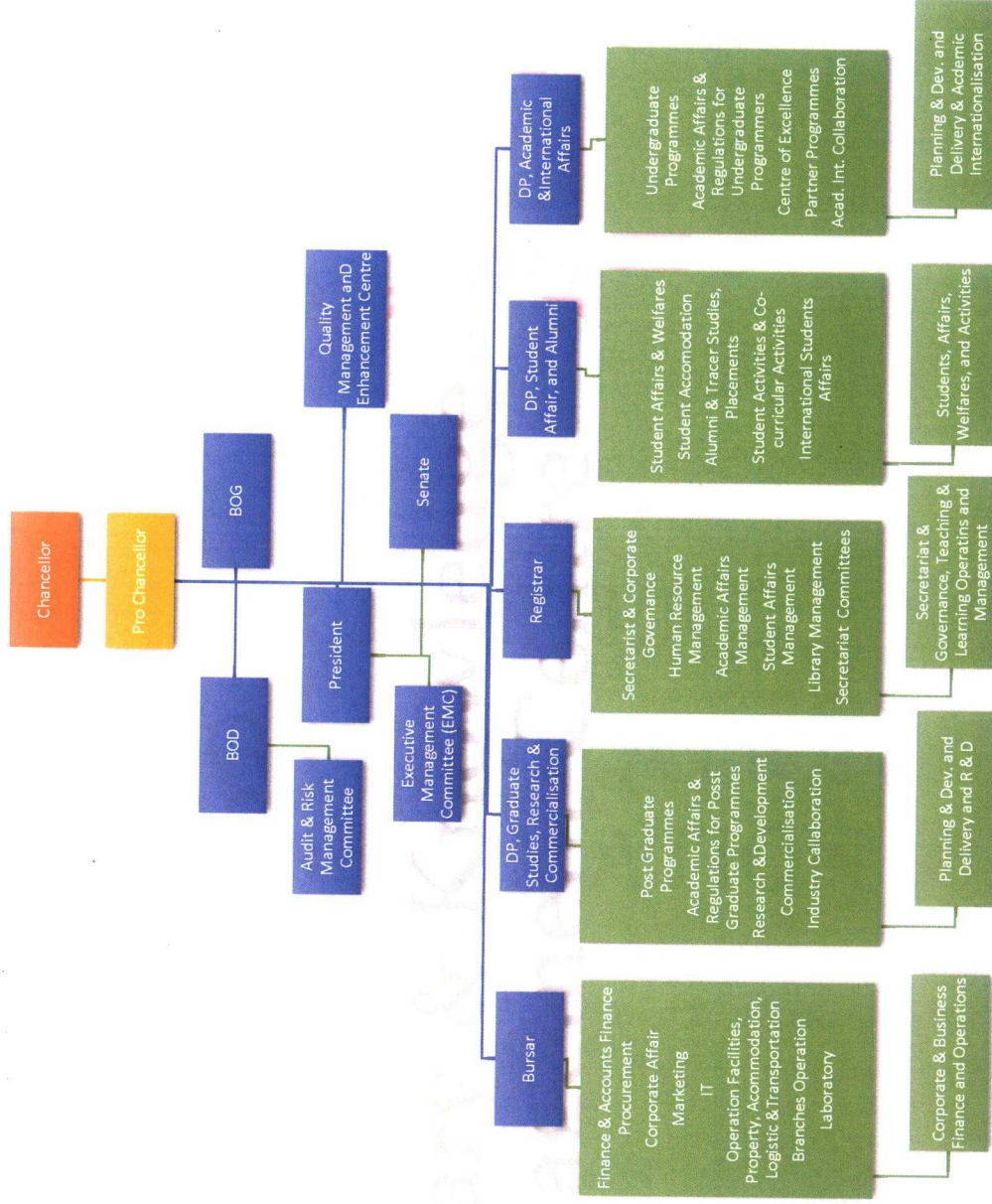


Figure 1.2.1: Organization Chart of CUCMS

CHAPTER 2: ORGANIZATION INFROMATION



2.1 COLLECTION OF CUCMS LIBRARY AND KNOWLEDGE MANAGEMENT CENTRE



CUCMS Library and Knowledge Management Centre provide the collection to support and serve study, teaching, learning and research, recreational and other needs of the library users.


Table 1 showed several collections that available at CUCMS Library and Knowledge Management Centre.

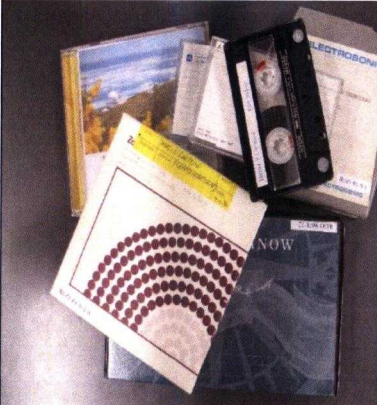

Table 1.2: CUCMS Library and Knowledge Management Centre Collections.

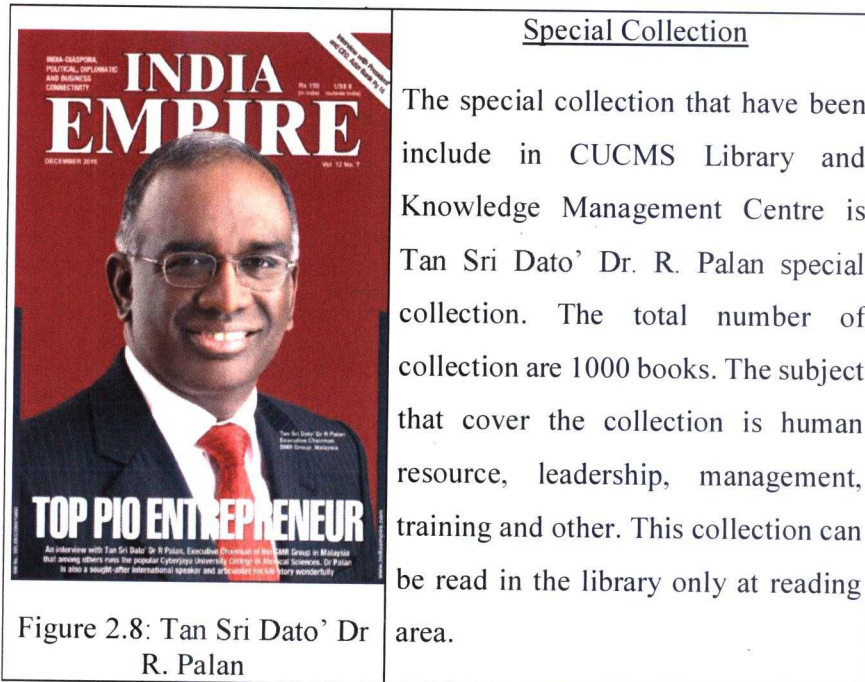
Library & Knowledge Management Centre

CUCMS Library Collection	Description
 <p>Figure 2.1 : Open Collection</p>	<p style="text-align: center;"><u>Open Collection</u></p> <p>For all open collection materials that have in CUCMS library are arranged according to the National Library of Medical (NLM) and Library of Congress Subject Headings (LCSH). For the Main Campus CUCMS Library have sufficient number of open collection book can be borrowed for a period of two weeks.</p>
 <p>Figure 2.2 : Red- Spot Collection</p>	<p style="text-align: center;"><u>Red-spot Collection</u></p> <p>Red-Spot collection or other named can be called Reserve Collection. It is marked with Red-Dot. This collection of basic reading materials and textbooks that have been recommended by faculty staff for various courses. Users allowed to borrow only one (1) Red-Spot item at the time for a maximum time for two (2) hours.</p>

 <p>Figure 2.3 : Reference Collection</p>	<p style="text-align: center;"><u>Reference Collection</u></p> <p>All Reference materials in the CUCMS Library marked with “REF” are not be taken out from the library. It is because Reference materials are used for quickly answer by reference librarian and also some of the materials very expensive. Amongst includes dictionaries, encyclopaedia, handbooks, guidebooks, bibliographic, textbooks and others. This collection can be borrowed only for one (1) day.</p>
 <p>Figure 2.4: Online Resources that was subscribe</p>	<p style="text-align: center;"><u>Online Resources</u></p> <p>CUCMS Library and Knowledge Management Centre subscribe a good number of online resource that is mostly in electronic format for fulfil the teaching, learning and research needs of CUCMS. Students will be registered for free in order to accessing the full text titles either available in the web or on the CUCMS campus. The online resources that subscribed is:</p> <ul style="list-style-type: none"> • Anatomy TV • Access Medicine • Access Surgery • BMJ Best Practice • BMJ Journals • BMJ OnExamination • Ebrary • EBSCO • Science Direct

	<ul style="list-style-type: none"> • Scopus <p>This database can be accessed through MYAthens or CUCMS library address for getting the resources.</p>
 <p>Figure 2.5 : Magazine and Newspaper collection</p>	<p><u>Magazine and Newspaper Collection</u></p> <p>CUCMS Library and Knowledge Management Centre also subscribe to printed periodicals, journals, magazine and newspapers. Printed journals, magazine and newspapers only can be read in the library. The magazine that CUCMS Library subscribe is:</p> <ul style="list-style-type: none"> • Men Health • Reader's Guide • Solusi • PA & MA • Impiana • Women Health • Keluarga • Time • Rasa


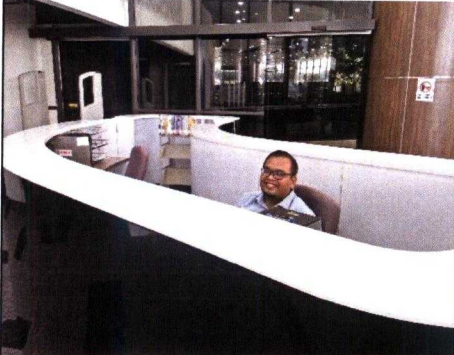

 <p>Figure 2.6: Audio-visual collection</p>	<p style="text-align: center;"><u>Audio-visual Collection</u></p> <p>CUCMS store Audio-visual collection that support the learning and teaching in the form of CD ROMs, audio and videos. The aims of CUCMS Library to have these collection because to deliver materials in electronic form to computer screen of the users. This provide attraction to user in learning and teaching process. One of the example of Audio visual collection is Linguaphone. It is use for English language learning.</p>
 <p>Figure 2.7: Thesis and Dissertation collection</p>	<p style="text-align: center;"><u>Thesis and Dissertation Collection</u></p> <p>CUCMS Library thesis and dissertation collection consist of the Diploma, Undergraduate (Degree) and higher degree research thesis (Doctorate and Master by Research) from CUCMS students. Thesis collection are placed in Thesis Room at level 2. Users are not allowed to loan thesis.</p>



2.2 SERVICES AT CUCMS LIBRARY AND KNOWLEDGE MANAGEMENT CENTRE

In achieving vision and mission, CUCMS Library provided resources, activities, programs and other services to enable user in fulfil their information needs. Most of the services provided is similar to other academic library.


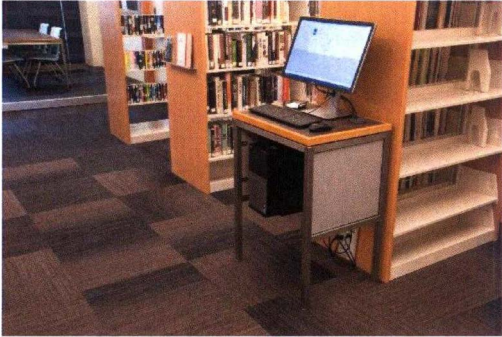
Table 1.3 showed the services provided at CUCMS Library.

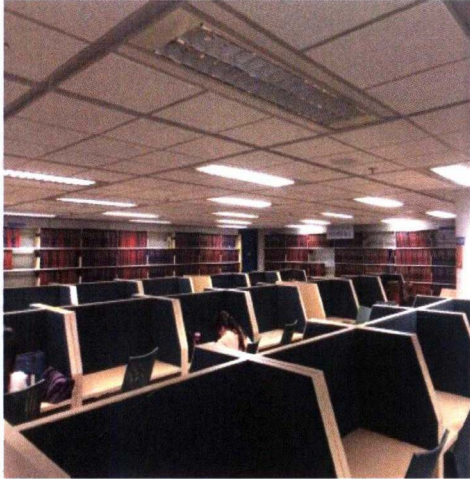

CUCMS Library Service	Description
 <p>Figure 2.9: Reference Desk</p>	<p><u>Reference Services</u></p> <p>CUCMS Library provides Reference Services which handled by professional librarian. This including about user education, document supply and databases. The Librarian will be handle is Mrs Hawa Naimah Kamarudin.</p>
 <p>Figure 2.10: Circulation counter</p>	<p><u>Circulation Services</u></p> <p>In CUCMS Library, the Circulation counter manned by professional librarian. All librarian responsible in manning the circulation counter for handling user in borrowing and returning, renewal and others transaction.</p>
 <p>Figure 2.11: Information Literacy</p>	<p><u>Information Literacy</u></p> <p>Information Literacy program or also known as Information Skills Class provided by CUCMS Library and Knowledge Management Centre is to give guidance to the user. The most important is for new in identifying the real information they are needed. This service is open for students and staff (academic and non-academic). Through this</p>


	<p>program, user are taught on how to get accurate information from the reliable sources. This class aims to train user to be effective information seekers.</p>
<div data-bbox="507 712 727 920" data-label="Image"> </div> <div data-bbox="421 958 805 1032" data-label="Caption"> <p>Figure 2.12: Inter-library Loan (ILL)</p> </div>	<p><u>Inter-Library Loan (ILL) Service</u></p> <p>CUCMS Library and Knowledge Management Centre provided ILL service that allows user access to materials which not held in the library. It is to supports the scholarly research and curriculum needs of current CUCMS academic staff and students.</p>
<div data-bbox="392 1279 847 1619" data-label="Image"> </div> <div data-bbox="405 1648 801 1684" data-label="Caption"> <p>Figure 2.13: Library Visit and</p> </div>	<p><u>Library Visit and Tour</u></p> <p>CUCMS Library also provided the service for user discover more about library collection, service and facilities on a visit and tour of library area. For library tour, it is include the briefing from library staff about the library overview. Library visit and tour will take approximately 30 minute and advance booking are recommended. It will be handled by all library staff. Other than that, the visit also comes from school or other university.</p>

2.3 FACILITIES OF CUCMS LIBRARY AND KNOWLEDGE MANAGEMENT CENTRE

The facilities of the CUCMS Library and Knowledge Management Centre are intended to support the learning, instruction, research, study need and teaching of the University community (student and staff). It is because to preserve and protect the collection, facilities for future users. The table 1.4 below shows the facilities in CUCMS Library and Knowledge Management Centre.

 <p data-bbox="504 1395 826 1429">Figure 2.14: Reading area</p>	<p data-bbox="1070 909 1246 943"><u>Reading Area</u></p> <p data-bbox="954 981 1361 1361">The CUCMS Library also provides spacious reading area to its users. CUCMS Library has 500 seating capacity for reading area including seating at the stair area.</p>
 <p data-bbox="499 1910 834 1944">Figure 2.15: OPAC station</p>	<p data-bbox="1066 1494 1251 1527"><u>OPAC Station</u></p> <p data-bbox="954 1563 1361 2022">There are 3 OPAC stations in CUCMS Library. The CUCMS Library and Knowledge Management Centre is using VIRTUA, an integrated library management system provided by VTLS. It is a web-based</p>

	<p>library system which records all title in the library. User also can use Web OPAC to search, browse, renew and reserve library materials. All information and online collection are easily accessed and effectively distributed to student and lectures.</p>
 <p>Figure 2.16: Thesis and Dissertation room</p>	<p><u>Thesis and Dissertation Room</u></p> <p>There is one thesis and dissertation room in CUCMS Main Campus Library that can be used during library opening hours. User need to booked and fill up the Reservation Form. After that, submit the form to the Circulation Counter. The thesis collection only can be used in the thesis room.</p>
 <p>Figure 2.17: Wi-Fi</p>	<p><u>Wi-Fi</u></p> <p>CUCMS Library also provided free wireless Internet access. User can obtain username and password from the library. This facilities can attract user for stay</p>

	<p>up in the library during opening hours.</p>
 <p>Figure 2.18: Dissuasion room</p>	<p><u>Discussion Room</u></p> <p>There are six (6) discussion rooms available in the library. User need to booked the room by fill up the Room Reservation Form and submit to the Circulation Counter. This room also used for lecture class.</p>

2.4 UNIT IN CUCMS LIBRARY AND KNOWLEDGE MANAGEMENT CENTRE

CUCMS Library and Knowledge Management Centre have five (5) unit that responsible in providing service and collection to users. It include Acquisition unit, Cataloguing unit, Reference unit, Circulation unit and Automation unit.

2.5 FUNCTION OF UNIT IN CUCMS LIBRARY AND KNOWLEDGE MANAGEMENT CENTRE

During industry training period, the trainee has been explained about function of every unit in detail by librarians. Each of librarian in CUCMS Library held each of unit. Mr Azhar (Manager) also further briefed about function of every unit.

The description below are based on function of unit available in CUCMS Library and Knowledge Management Centre.

Table 1.5 shown the function of units in CUCMS Library and Knowledge Management Centre.

Circulation Unit

The Circulation Unit also known as User Service of a Library. Usually this unit near the main entrance of a library. Play an important role for library activities by providing its apcelize services and facilities to users. The service provided such as borrowing and returning, renewal, reservation and others. Payment of fines also handled at the Circulation Counter. Circulation librarian also may provide basic search and reference services. The librarian handle this unit is Mr Ahmad Azim Pikeri.

Cataloguing Unit

The Cataloguing Unit also known as Technical Services is to provide effective bibilographic control to the library collection by the cataloguing and processing of materials and the development and maintenance of the library bibilographic database of cataloguing material. This unit also responsible to organize, describe and provide effective and accurate tools that assist users in locating information resources. The librarian that responsible in this unit is Mrs Noraida Zakaria.

Acquisition Unit

The Acquisition Unit also known as Collection Developmet Unit is coordinate and facilities the selection, purchase, gift and exchange arrangement and preservation of library materials in any format. In addition, Acquistion Unit provide access to information needed to support the education and research mission of the CUCMS. The librarian that handle at this unit is Mrs Ainul Akmal Marzuki.

Reference Unit

The Reference Unit is to met the information need of library users accurately, effectively and pleasantly. Then, it is also to provide instruction for user become independent in their use of library resource. The librarian that handle this unit is Mrs Hawa Naimah Kamarudin.

Automation Unit

The Automation Unit handle the introduction and operation of computer and related technologies in the library units, providing support for automated library tehcnology, training personnel and overseeing databases. The system that use is Virtua LMS. The librarian that handle in this unit is Mr Khairul Anuar Zulkifli

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITY

3.1 TRAINING ACTIVITIES

3.1 TRAINING ACTIVITIES

On the first day of the practical training, the trainee is welcomed by the CUCMS Library Manager, Mr Azhar and his team. During the session, the manager brief the background of CUCMS Library and the schedule that cover all units for 5 month practical session.

1) General

The trainee were assign to familiar with the library from 1 until 3 August 2018 to learn all about library services at CUCMS Library. This includes library services, unit's roles and function and other related task. Library briefed by Mr Azhar and other librarians includes about practical training objective to guide and familiarize practical student with working life situation. Mr Azhar further briefed about library system which is Virtua LMS.

TASK DONE BY THE TRAINESS

- 1) Created 2 Library Digital Guide using Powtoon application and published in YouTube.

During this week, the trainees have created CUCMS Library guide from PDF to digital video which are easily access by CUCMS Library users. This to ensure their users understand and utilize all the services that provided to meet their needs.

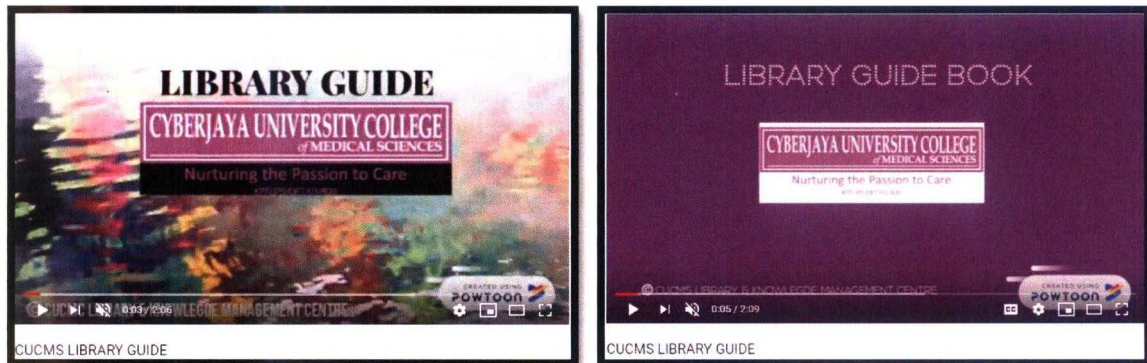


Figure 3.1: Library Digital Guide

2) Acquisition Unit

The first unit in CUCMS Library is acquisition unit which the trainee assign from 6 – 21 August 2018. This unit was supervise by Mrs Ainul Akmal Marzuki as an assistant manager or Acquisition librarian.

Function of Acquisition Unit

Acquisition unit is responsible for selecting and acquiring reading materials printed and non-printed material and quality suitable for a library. It also serves to facilitate access to all forms of information in all environments except the magazine to meet the needs of library users effectively. Proposal and application of the academic staff of CUCMS directed to this part of the purchase process. The library has also received many donations of library materials from individuals and institutions.

FUNCTION:

1. Purchase of library materials, including printed materials such as books, thesis, pamphlet and non-print materials such as CD-ROMs, tapes, videos and other
2. Processing the material before it is sent to the Development Division of Bibliographic and Technical Processing
3. Handle gift book and a book exchange library with external agencies

TASK DONE BY THE TRAINEE

1) Acquisition Module

After Mrs Ainul briefed about Acquisition Unit, the trainee has taught about the module that used in Acquisition through Virtua LMS. The module of Acquisition help in acquisition task day by day that cover for order, invoice and others. Mrs Ainul has shown how to key in detail in acquisition module. All the task will be update in Acquisition module.

2) Learn the process of book ordering and payment

The trainee also learnt how to order new book and make payment for the book. Mrs Ainul teach the process of ordering book which usually the list of book is from the lectures by email. The trainee get the chance to process ordering and buying the books for MQA syllabus.

internship presentation (1) REPORT COMPLETE COMBI PO#003_JulySigned.pc

Purchase/Service Order

Vendor Address		Information	
IRS BUKU SDN BHD Unit B5-06, PJ Industrial Park, Jalan Kemajuan 46700 Petaling Jaya Selangor Tel: 03-7957 9282 Fax: 03-7957 6026		Purchase Order No: CUCMS/2018/003 Purchase Requisition No: PR_2018_97 P. O. Date: 06 AUG 2018 Your Quotation No: IRB/03/18/04	
Deliver to CYBERJAYA UNIVERSITY COLLEGE of MEDICAL SCIENCES No. 3410, Jalan Teknikraf 3, Cyber 4 63000 Cyberjaya, Selangor D.E. Tel: 03-8931 7000 Fax: 03-8931 7001 Attn: AINI E AKMAL (LIBRARI)		Vendor No (Invoice): RM Payment Terms: 30 DAYS Delivers Date:	

Item	Material / Description	Quantity	Price/unit (RM)	Net Amount (RM)
PURCHASE OF LIBRARY MATERIALS FOR BACHELOR OF PHYSIOTHERAPY				
1	Practical Evidence-Based Physiotherapy with PAGE BURST! Online Access ISBN: 9780120545401 Publisher: Churchill Livingstone	1	195.00	195.00
2	Manabatakar: Interventor ISBN: 9781472994911 Publisher: SAGE	1	190.00	190.00
3	Therapeutic Exercise for Physical Therapy Assistant ISBN: 9781608314201 Publisher: CROW	1	160.00	160.00
4	The Applied Electro-Physical Skills: Evidence Based ISBN: 9781451187743 Publisher: JYWW	1	178.00	178.00

Figure 3.2: Purchase of Book Order

Purchase Request Form

PR No. : PR_2018_133 PR Date : 06.Aug.2018 Expected Date : 13 Aug 2018

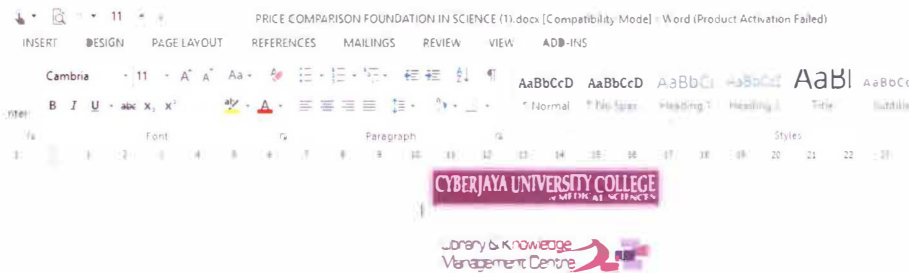
Purpose of Purchase
PURCHASE LIBRARY BOOKS FOR BACHELOR IN PSYCHOLOGY

Category	Sub Category	Description	Qty	Unit Price	Amount	Campus	Department	Program Name
Books	Reference books	Theories of Psychology 11th ed Theory & Practice of Counseling & Psychotherapy	1	MYR 99.00	MYR 99.00	CUCMS	LIBRARY	Bachelor in Psychology (Hons)
Books	Reference books	Children	1	MYR 109.00	MYR 109.00	CUCMS	LIBRARY	Bachelor in Psychology (Hons)
Books	Reference books	Psychological Assessment and Testing 9th ed Diagnostic and Statistical Manual of Mental Disorders (2013) 5th ed	1	MYR 99.00	MYR 99.00	CUCMS	LIBRARY	Bachelor in Psychology (Hons)
Books	Reference books	Biopsychology 10th ed	1	MYR 89.00	MYR 89.00	CUCMS	LIBRARY	Bachelor in Psychology (Hons)
Books	Reference books	Essential Ethics for Psychology: A primer for understanding	1	MYR 162.40	MYR 162.40	CUCMS	LIBRARY	Bachelor in Psychology (Hons)
Books	Reference books	Research Methods in Psychology	1	MYR 158.14	MYR 158.14	CUCMS	LIBRARY	Bachelor in Psychology (Hons)
Books	Reference books	Social Psychology	1	MYR 87.78	MYR 87.78	CUCMS	LIBRARY	Bachelor in Psychology (Hons)
Books	Reference books	An Easy Guide to Research Design & SPSS (Industrial)	1	MYR 136.48	MYR 136.48	CUCMS	LIBRARY	Bachelor in Psychology (Hons)
Books	Reference books	Organizational Psychology: An Applied Approach 10th ed	1	MYR 89.00	MYR 89.00	CUCMS	LIBRARY	Bachelor in Psychology (Hons)
Total					MYR1,159.01			

Figure 3.3: Purchase request form

The trainee have done the primary process in Acquisition Unit after received requested list of book from lecture which are quotation from three (3) supplier if the title of book are not

available in CUCMS Library. Then trainee have made comparison price of book from the three (3) suppliers.



PRICE COMPARISON
CENTRE OF FOUNDATION STUDIES
PROGRAM FOUNDATION IN SCIENCE (FIS) & FOUNDATION IN ALLIED SCIENCE (FAS)

NO	BOOK SUPPLIER	PRICE (RM)										PRICE (RM)	
		IBS BUKU		RAY THEME SDN BHD		EMO Book Services							
		Library Edition	Student Edition	Library Edition	Student Edition	Library Edition	Student Edition	Library Edition	Student Edition	Library Edition	Student Edition		
1.	Algebra and trigonometry real mathematics real people (7 th ed.)	982.64			1,171.61	930.90							930.90
2.	Elementary statistics: A step by step approach (10 th ed.)		70.20	235.25			73.80						70.20
Total price (RM)												1,001.1	

Figure 3.4: Price comparison (Quotation)

3) Renewal Database (BMJ)

Second process that trainee learnt is renewal BMJ database. It is one of the world's oldest general medical journals. Originally called the British Medical Journal. Mrs Ainul teach the process by using TalentOz system which are one of the module in Acquisition Unit in CUCMS Library.



Figure 3.5: Renewal BMJ Database

EVALUATION ABOUT THIS UNIT

Acquisition Unit in CUCMS Library need to use Virtua module for acquisition during their day to day task. However, some of task cannot used acquisition module in Virtua by librarian because the module cannot link with Finance Department.

SUGGESTION TO THIS UNIT

It is suggested that, the Acquisition Unit need to have discussion with related department involve in library acquisition process to implement the standard or SOP in order to make the process smooth.

3) Cataloguing Unit

The second unit in CUCMS Library is Development of Bibliographic and Technical Processing Unit 3 – 28 September 2018. Cataloguing Unit is a core unit for a library. It because all the collection in the library need to be catalogue in the Virtua LMS before being shelving and available to the users. Mrs Noraida briefed about the Cataloguing Unit at the CUCMS Library & Knowledge Management Centre. It cover the responsibility of cataloguing librarian to catalogue (Original and Copy Catalogue) all new books, thesis and others. CUCMS Library used Library of Congress Classification (LCC) and for general collection and National Library of Medicine (NLM) for medical collection.

Function of Cataloguing Unit

Development Unit of Bibliographic and Technical Processing responsible for providing complete bibliographic records for materials obtained by CUCMS Library. In addition, the materials to be processed will be guaranteed quality records of library materials can be accessed quickly and becomes an effective information retrieval process to all libraries.

Other duties performed by this section is to provide basic cataloguing and classification for print and electronic materials, develop and manage database modules related to reading materials processing and creating a workforce that is trained in cataloguing and classification of the material.

TASK DONE BY TRAINEE

1) Understand Library system (Virtua LMS) and NLM

In order to understand medical collection, the trainee have done several exercise regarding medical book cataloguing. Mrs Noraida briefed on how to catalogue books in Virtua LMS. Basically trainee learnt the NLM Classification through referring at worldwide source of medical library classification.

2) Cataloguing books

The trainee learnt how to catalogue books and this process supervised by Mrs Noraida. It covers the bibliographic record, accessioning work and other. The trainee was assigned to input bibliographic record for new book according to NLM Classification. For copy cataloguing, the trainee was referring Library of Congress Online Catalogue and other libraries such as University Putra Malaysia. CUCMS Library not yet convert AACR format to RDA format.

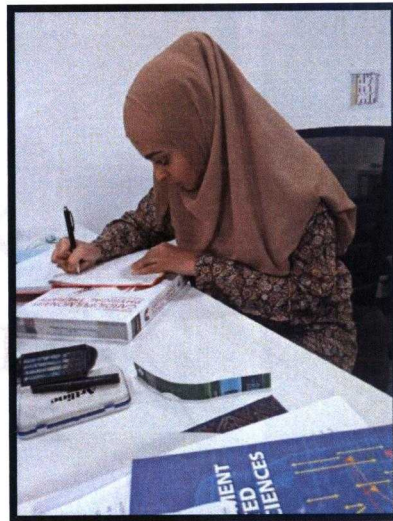


Figure 3.6: Catalogue new arrival book

The trainee has checked the book in the Virtua LMS to make sure the book has another copy or not. If no bibliographic record for the book, the trainee will create a new record for library material. Other than that, the trainee has learnt how to add a new book from the same title. It is only different in barcode number but same book, the trainee searches the title then after opening the bibliographic record of the book in Virtua, clicks the button 'add item' to insert the barcode for another copy of the book, the title of the book has two (2) copies.

3) Accessioning process

After settled the cataloguing process, the trainee proceed with accessioning process which are stamp the book with Cyberjaya University College of Medical Sciences Library ownership. Second step is prepared call number and print the barcode. Third step is write accession number in the accession book. Last step is insert security strip in the book and activate the RFID tag via the pad staff workstation software.

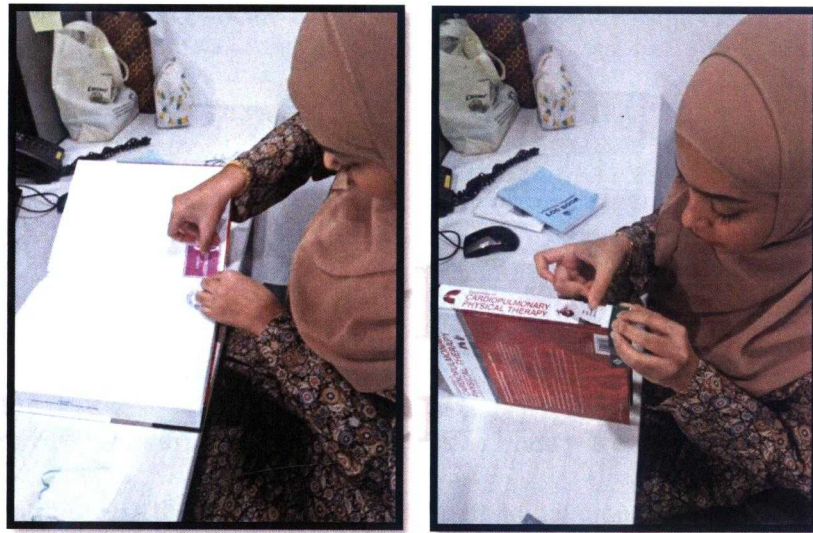


Figure 3.7: Insert RFID tag and Call Number at the book

4) Re-location books process

The trainee involved in re-location book process from Putrajaya Resources Centre (PRC). The trainee need to modify the location status book from Putrajaya Resources Centre. Estimated 80 books were re-located from Putrajaya Resources Centre to main library.

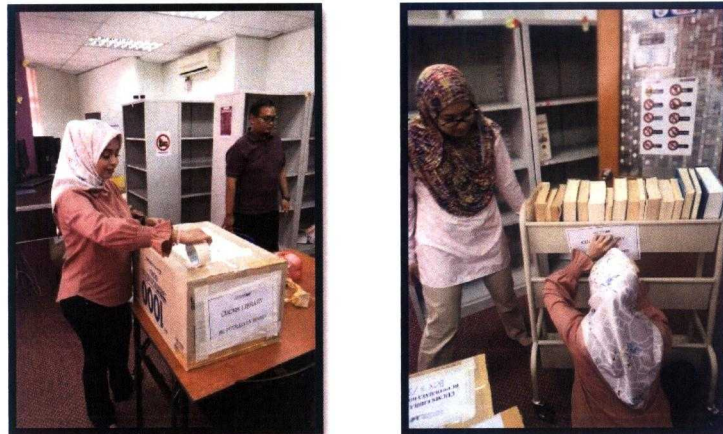


Figure 3.8: Re-locate book process at Putrajaya Resources
Centre

EVALUATION ABOUT THIS UNIT

In the cataloguing process have a lot of procedure to process before the book can be used by users. In CUCMS Library only have one librarian that the major task in library is cataloguing and process the book. It is not adequate to have one librarian in cataloguing unit.

SUGGESTION TO THIS UNIT

It is suggested the Cataloguing Unit at CUCMS Library & Knowledge Management Centre need to hired one library assistant to help librarian in cataloguing unit. In addition, it is suggested that cataloguing unit need to have more cataloguing tools such as RDA tools kits, label printer etc. to ensure the book process is more easy and efficient.

4) Automation Unit

The trainee was assigned in Automation Unit from 4 October – 9 October 2018. The trainee got opportunities to learn about the daily operation of the CUCMS Library automated system, workstation and other related system. This unit under supervise of Automation librarian, Mr Khairul Anwar Zulkifli. Mr Khairull briefed to the trainee about the Automation unit at CUCMS Library and Knowledge Management Centre. The trainee have been explained with the responsible of automation librarian and the library system used in CUCMS Library. The system use is Virtua LMS.

Function of Automation Unit

Systems and Information Technology Unit are responsible for the planning and providing infrastructure and information and communication technology (ICT), the latest of CUCMS Library.

TASK DOBE BY THE TRAINEE

1) Explore Module in Virtua LMS

Mr Khairul briefed about Virtua LMS to trainee in term of circulation process, acquisition process, cataloguing process, reporting and others. Then, Mr Khairul further explained about the component in Virtua LMS such as profiler, Virtua client, portal and Infostation to the trainee for learning process. The figure 3.9 showed the Virtua Profiler that have in Virtua LMS.

The trainee have learnt to use basic Virtua module such as acquisition module, cataloguing module and circulation module. The trainee cannot explore Virtua Profiler itself because if the setting are changing it can affect the library system data and the library daily process.

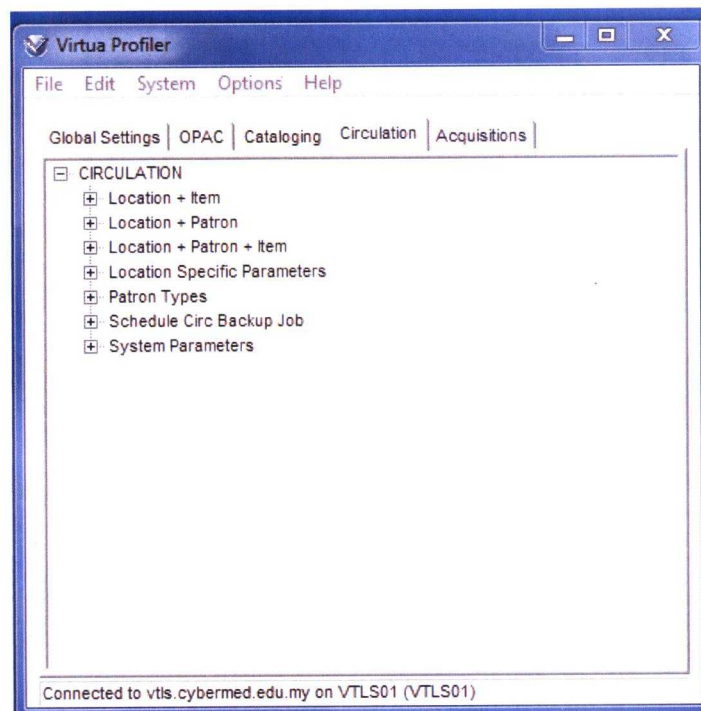


Figure: 3.9: Virtua Profiler

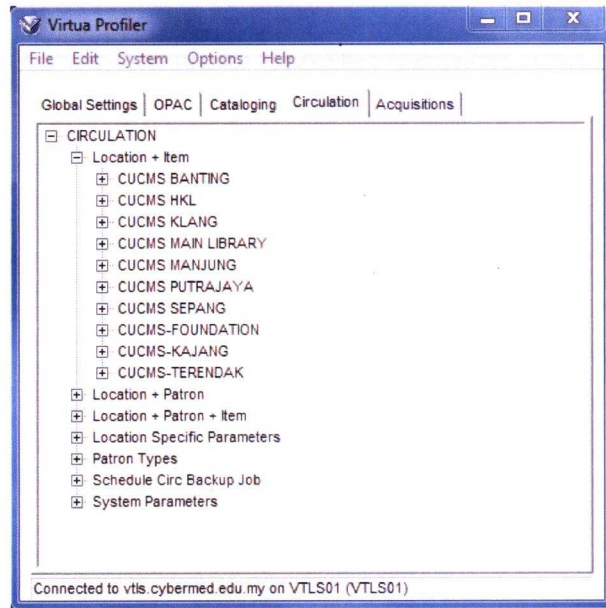


Figure 3.10: Circulation Module in Virtua Profiler

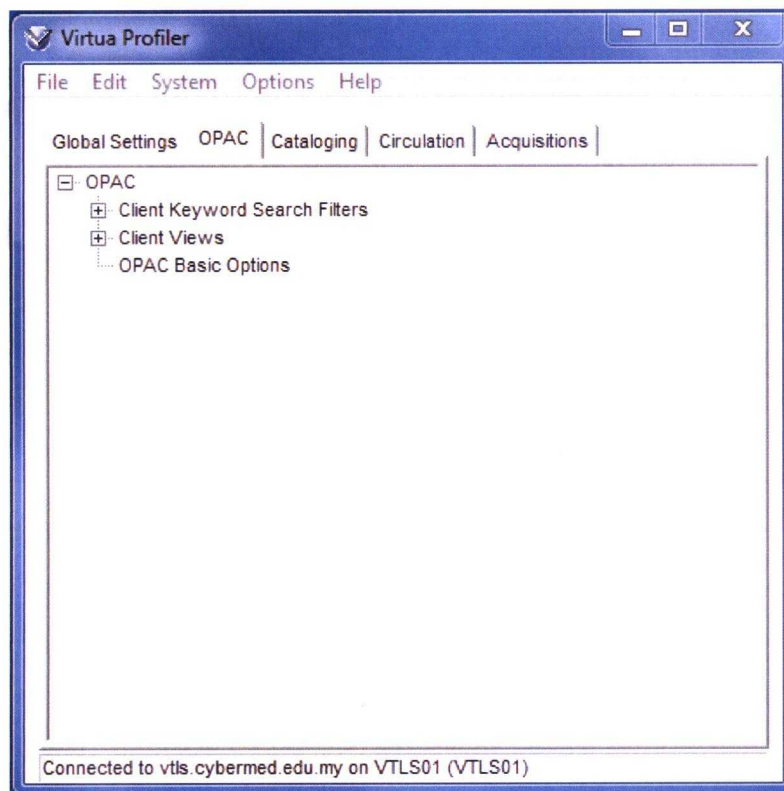


Figure 3.11: OPAC Module in Virtua Profiler

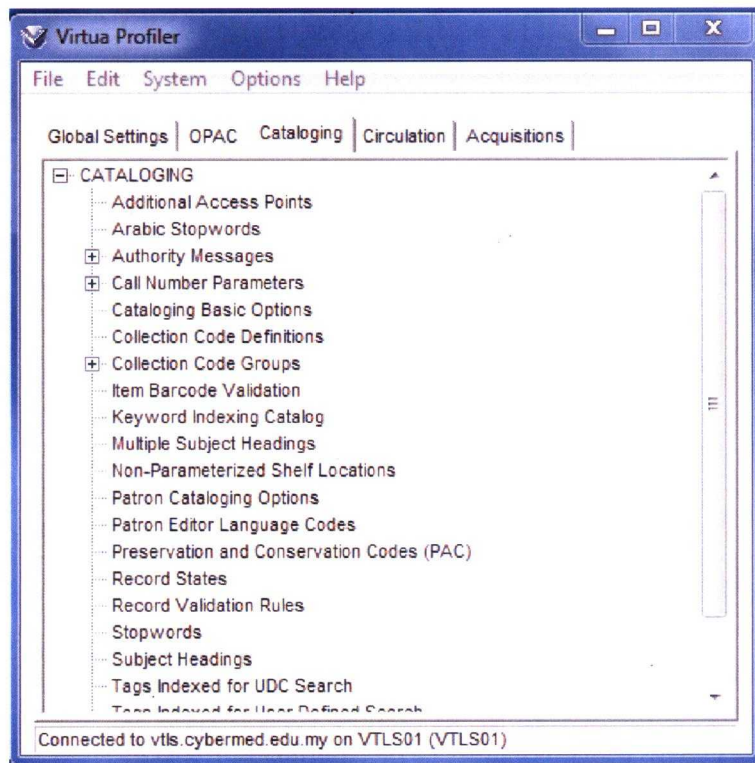


Figure 3.12: Cataloguing Module in Virtua Profiler

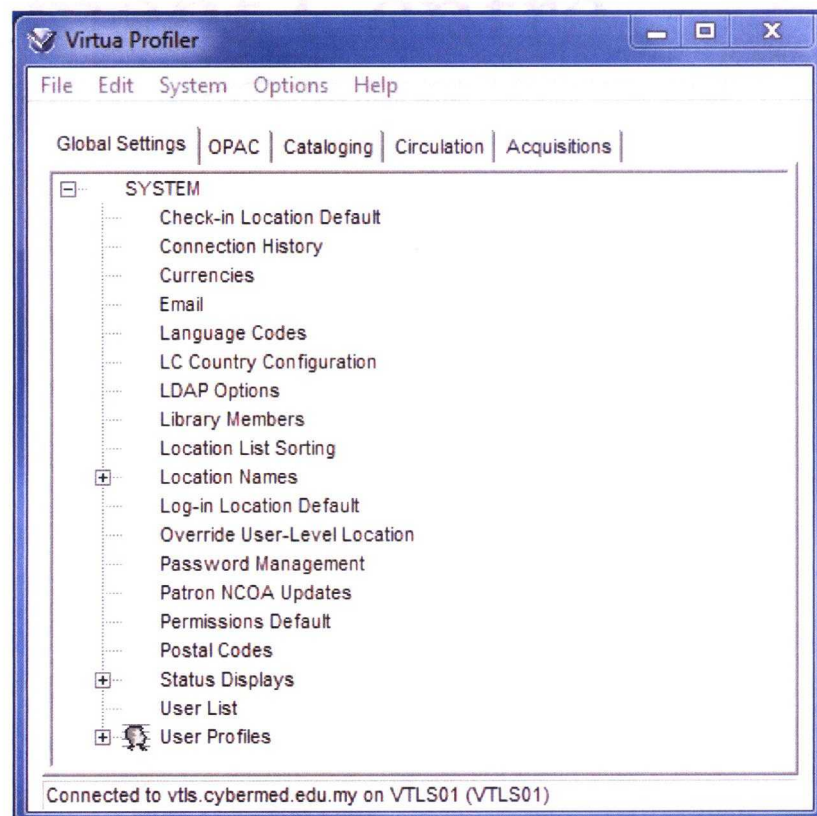


Figure 3.13: System Module in Virtua Profiler

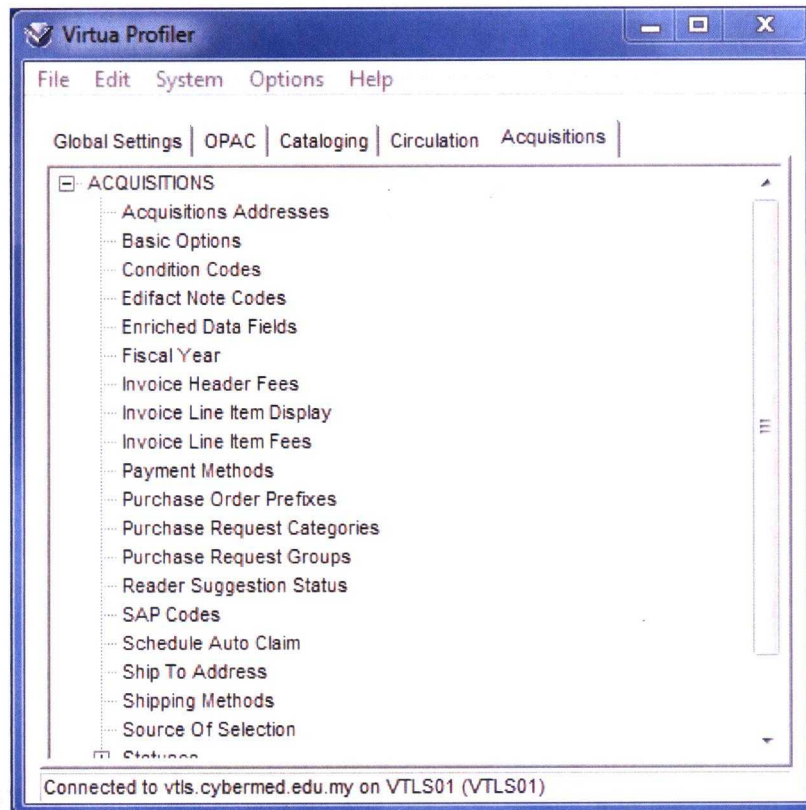


Figure 3.14: Acquisition Module in Virtua Profiler

EVALUATION ABOUT THIS UNIT

The automated system is important for library activity, without system the library transaction will be slow or delayed. The knowledge about system must be known and practice to all librarian. From that, the process that related to the Virtua LMS are organize by Mr Khairul and invite professional person to give training to all librarian..

SUGGESTION TO THIS UNIT

It is suggested that Automation unit need to involve more training related to Virtua LMS. Organization need to conduct training related to system used in library system process to improve the skill and knowledge among the staff.

5) Reference Unit

The trainee have assigned in Reference Unit from 10 October –31October 2018. This unit was supervise by Mrs Hawa Naimah Kamrudin as a Reference librarian guide users to utilize library collection, how to use Online Public Access Catalogue (OPAC). MyAthens and others. Mrs Hawa have briefed about the responsible and job description of Reference librarian. The trainee get briefing based on policy Reference unit then follow by Standard Operation Procedure (SOP). In addition, Mrs Hawa also briefed about the online database that subscribed by CUCMS Library and guidance on how to use the database.

Function of Reference Unit

Policy of this department consist of all reference services activities, guidance and advisory, user education, and promotion activities and also marketing services to the users to get materials, information and reference sources besides processing of materials. All books placed at the department such reference books that cost RM1,500 above, book that comes with compact disc, Government yearly report and books that suggest by the lecturer.

This department will improve their services by support the charter. Information Service Unit Reference and information services are provided by all the libraries in the system.

Inquiries may be made in person, over the telephone, by fax, and through email. The library also maintains Reference Desks manned by competent staff to assist users with their information needs at every level of the library. Students and staffs will be taught search strategies in information retrieval.

TASK DONE BY THE TRAINEE

1) MyAthens Database

Mrs Hawa have briefed and teach about MyAthens to the trainee. MyAthens is a username and password system which access to web-based subscription service. MyAthens also provide user with access to resources which CUCMS subscribed. The trainee have the opportunity to teach users to use MyAthens service effectively during Information Skill Class.

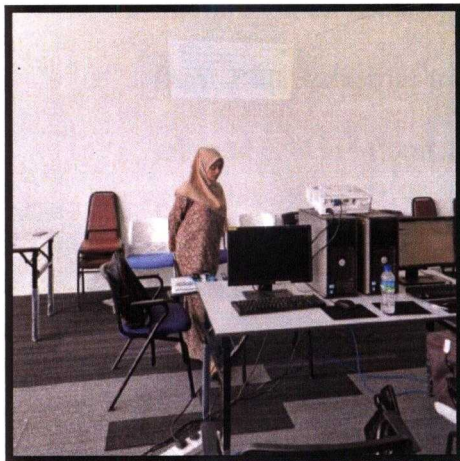


Figure 3.15: Information Skill Class at CUCMS and RC Sepang.

2)Mendeley Class

The trainee have joint Mendeley Class that conducted by Mrs Hawa on how to use Mendeley for their research. Medeley is

free academic software which is available across a number of different platform. Thus, it is organizing user's references by allowing users to create a personal library of research reference document in Mendeley. The trainee also guide users in registration process and demonstration in the class.



Figure 3.16: Mendeley Class

3) Information Skill Class

During the industrial training, the trainee have requested to join and help in Information Skills Class for lectures and staff. Mrs Hawa taught about library, online database subscribed by CUCMS Library, MyAthens and OPAC. The class was held at CUCMS Main Campus and CUCMS Resouces Centre. Mrs Hawa also brife to new intake students overview about library and library services.

In addition, the trainee also involve in Turnitin Class for lectures which Mrs Hawa invite external speakers to explain and teach lectures in CUCMS to use Turnitin software. This class is important to give exposer to the lectures to use effective way to detect palagarism among students.



Figure 3.17: Information Skills Class

EVALUATION ABOUT THE UNIT

The training or class that given to the user really help the trainee expose more about reference service and role of reference librarian. The trainee also gain experiences in help users to fulfil their needs in the reference unit.

SUGGESTION ABOUT THIS UNIT

It is suggested that, to digitize all the reference materials so it can be easily access by the library users.

6) Circulation Unit

The last two (2) months, the trainee was assigned in Circulation Unit from 1 November – 12 December 2018. This unit is under supervise of Circulation librarian, Mr Ahmad Azim Pikeri. This unit basically manage user's activities and be the front line of CUCMS Library and Knowledge Management Centre. The briefed explained by Mr Azim about the library Circulation unit. Mr Azim also further briefed to trainee about library system which is VTLS Virtua LMS for Circulation process. The follow by briefed about the rules in the library, type of collection, producers of borrowing, returning, fines and others.

Function of Circulation Unit

Customer Service and Collections Management department often call “the heart of the library” and have long assumed a vital role in library services. Another important function this department is to mediate the library with customers and bonding close relationships with the customers” library.

Customers should expect excellent service from the library. Excellent service provided by front-line staff should enhance library image, in line with CUCMS mission, "to support the curriculum, research and general information needs of the CUCMS community”.

- Sometime the user does not bring their matrix card, the trainee will key in the IC or Passport number to open the user account. The trainee will select at alternate for key in the number.
- The trainee “check in” the library material after they returned the books. It is means user want to return the book. The trainee need to scan the barcode at the book and make sure the book is not overdue or late renewal. Then, the trainee need to “on” the security RFID at the library book through 3M tool.
- If it is overdue or late renewal, the user need to pay the “fine” regarding how many days it’s overdue. One day overdue need to pay RM0.30 for open shelve book.
- Then the trainee experience on how to “renewal” the books from the users. For this service, user can call library counter, email or walk in to the library for renewal process.

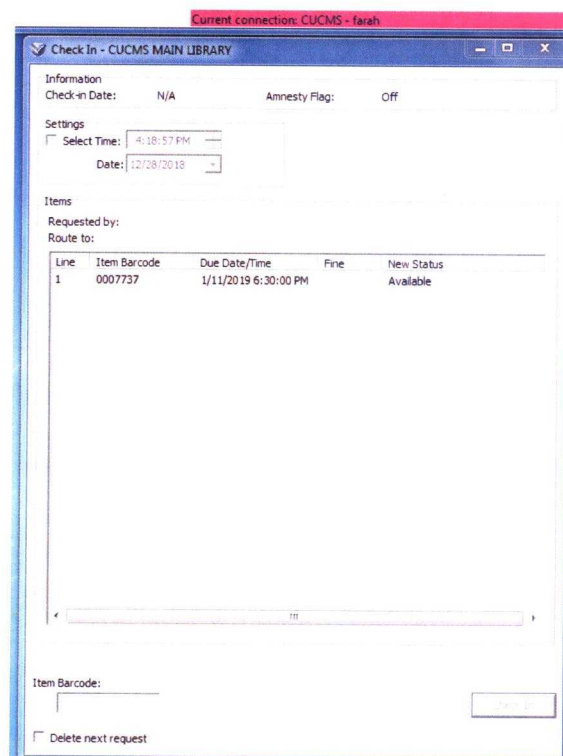


Figure 3.19: Check-in process use Virtua LMS

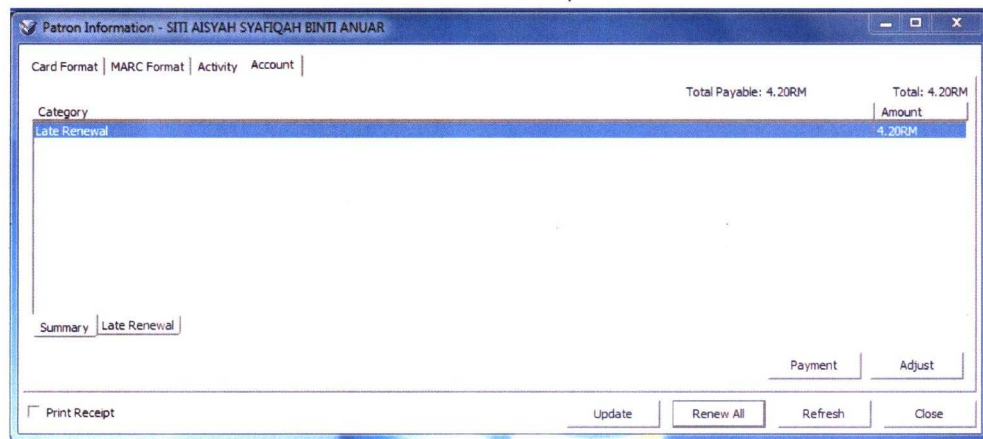


Figure 3.20: Late renewal book.

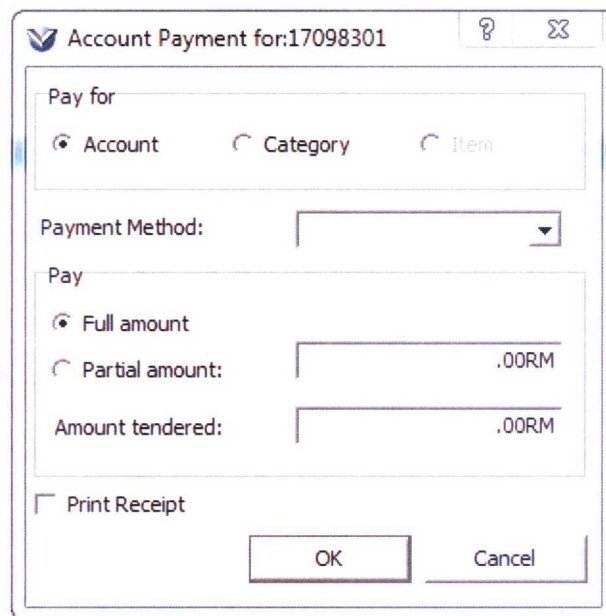


Figure 3.21: Fine payment

2) Shelving and Shelf Reading

The trainee experienced the process of re-shelving and unboxing all the library materials. The main campus was moved to new building, this involved the library too. The trainee have spent an hour every day for shelving the book in the boxes. Total of collection in CUCMS Library more than 3000 book includes thesis and special collection.

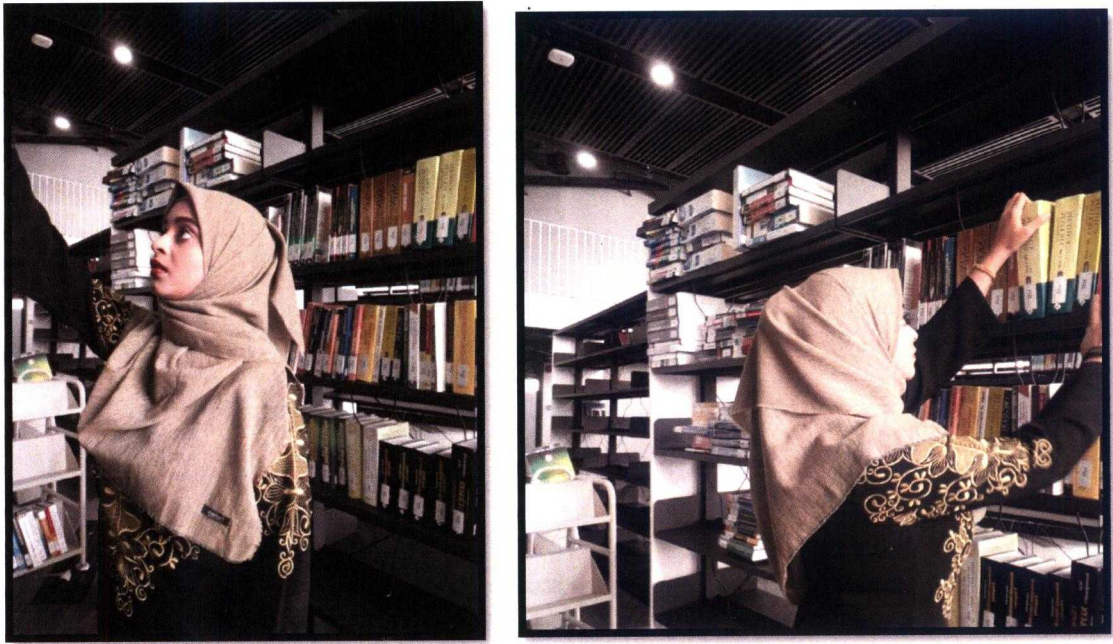


Figure 3.22: Shelving and shelf reading

3) Registration Library membership

During training at Circulation unit, the trainee have involved in new intake student registration. The trainee help at the library counter to collect the library membership form from student.

After collect the form, the trainee key in the new student intake information details in Virtua LMS to ensure students can borrow library materials. The library membership form was attached in Appendix.



Figure 3.23: Join new intake student's programme

4) Library signage

In Circulation unit, the trainee have made the new signage for the library new shelves. For the signage, CUCMS Library used Library of Congress Classification (LCC) for general collection and National Library Medical (NLM) Classification for medical collection. The trainee have pasted all the signage at the shelves. The important of library signage by the trainee is to make sure user can easily find the library materials effectively.

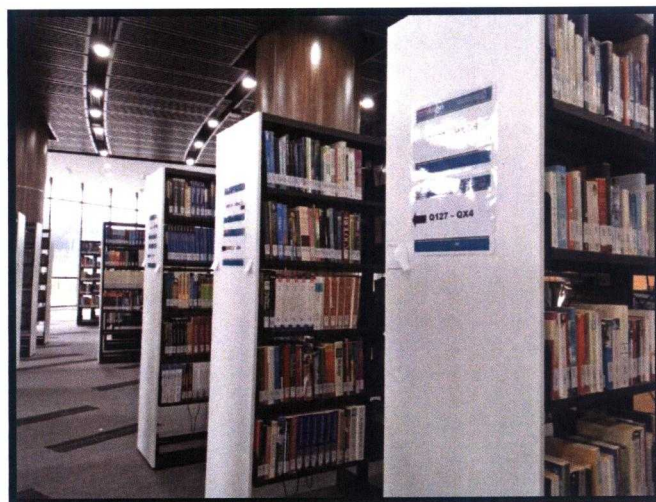


Figure 3.24: New signage at shelves

EVALUATION ABOUT THIS UNIT

CUCMS Library have good management for Circulation unit. The person in charge at Circulation counter will be change at specific time according to shift. Professional librarian handle at Circulation counter to fulfil the user needs. CUCMS Library have schedule that will be change every month. The schedule was prepared by Circulation librarian, Mr Azim.

SUGGESTION TO THIS UNIT

It is suggested that, Circulation unit required library assistance to manning the Circulation counter, shelving and help librarians regarding day to day service at the library.

Library & Knowledge
Management Centre

3.2

SPECIAL PROJECT

3.2 SPECIAL PROJECT

3.2.1 CUCMS 9TH CONVOCATION AND SPECIAL CONVOCATION

The trainee have joined Cyberjaya University College of Medical Sciences (CUCMS) 9TH Convocation. The convocation was held at CUCMS Grand Hall new campus. The trainee was assigned as Publication and Speeches Committee for CUCMS 9th Convocation there are many process that need to assigned under publication and speeches committee such as the trainee have to do the speeches for Dato' President of CUCMS during CUCMS 9th Convocation and Special Convocation for Tan Sri Rafidah Aziz (Honorary Doctorate). The trainee also assigned to do the massage for Dato' President inside the book of CUCMS 9th Convocation and CUCMS Special Convocation

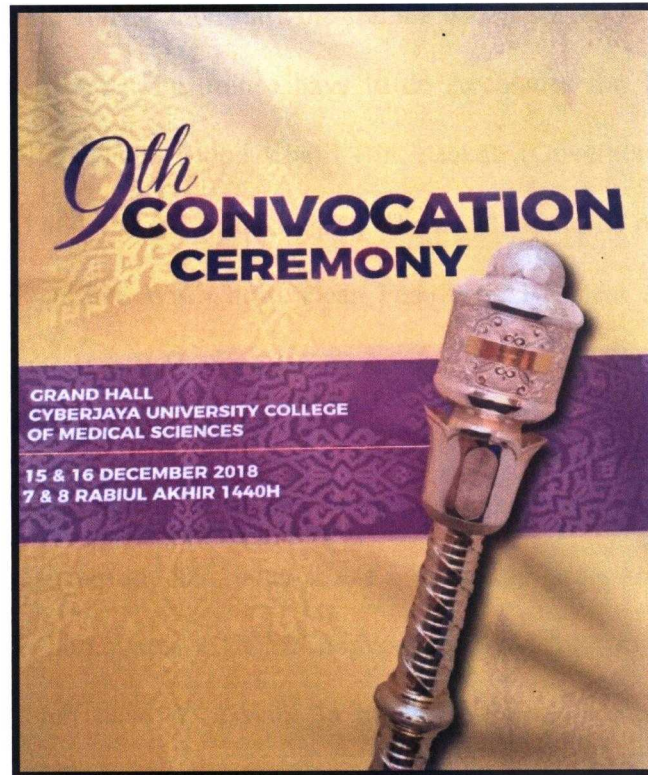


Figure 3.25: CUCMS 9th Convocation book



Figure 3.26: CUCMS Special Convocation for Tan Sri Rafidah Aziz

Before the convocation day, the trainee was assigned to do additional task. The trainee have to do Accolades for Tun Datuk Seri Utama Mohd Khalil Bin Yaakob (Governor of Melaka) and Tan Sri Rafidah Aziz. The accolades to be read by Prof Dr Lee Wai Chow, Dean Faculty of Business and Management on the convocation day.

During the day of CUCMS convocation, the trainee involved in graduand counter for registration. It is for student to get their guest pass into the hall, coupon and convocation programme book at the counter. CUCMS convocation held for two (2) days which have 4 session. In addition, the trainee also assigned to check the programme books for VIP and special guests at the grand hall with Mr Azhar.

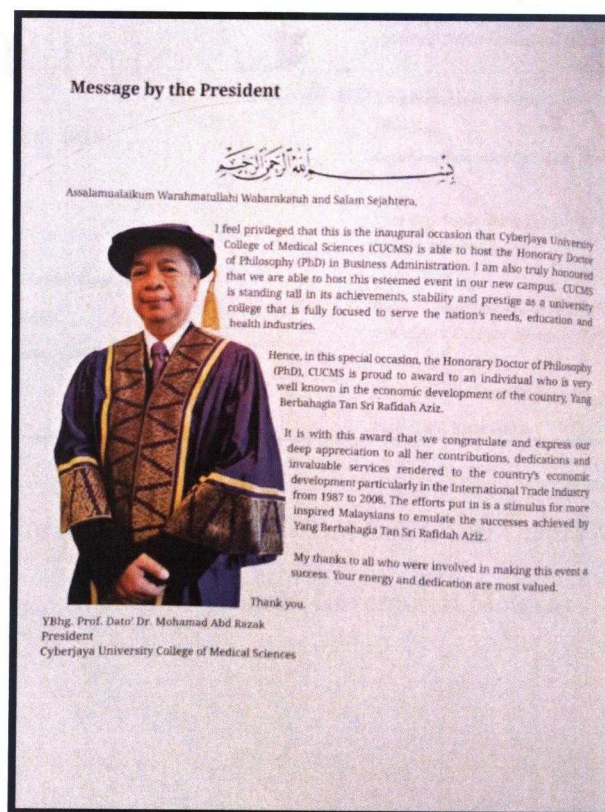


Figure 3.27: Message by President of CUCMS inside of Special Convocation Book

**ACCOLADES FOR YANG BERBAHAGIA TAN SRI RAFIDAH AZIZ
CONFERMENT OF HONORARY DOCTOR OF PHILOSOPHY**

(Ucap Jasa - to be read by Prof. Jason)

Good morning and *salam sejahtera*.

Yang Berbahagia Tan Sri Datin Paduka Sri Rafidah binti Aziz.

Yang Berbahagia Tan Sri Dato' Dr. R. Palan,
Pro Chancellor,
Cyberjaya University College of Medical Sciences (CUCMS)

Yang Berbahagia Tan Sri Datuk Dr. Ridzwan bin Abu Bakar,
Chairman of the University Board of Governors,
Cyberjaya University College of Medical Sciences (CUCMS)

Yang Berbahagia Professor Dato' Dr. Mohamad Abd Razak,
President,
Cyberjaya University College of Medical Sciences (CUCMS).

Board of Governors and University Senate,
Cyberjaya University College of Medical Sciences (CUCMS).

Tan Sri-Tan Sri. Puan Sri-Puan Sri.

Dato'-Dato', Datin-Datin.

Honoured Guests.

Ladies and gentlemen.

I am honoured and proud that we are here today to witness a momentous event that is the conferment of Honorary Doctor of Philosophy (PhD) in Business Administration. This award is the highest regard by the University towards individuals who have

Figure 3.28: Accolades for Tan Sri Rafidah Aziz

**ACCOLADES FOR HIS EXCELLENCY TUN DATUK SERI UTAMA
MOHD KHALIL BIN YAAKOB
GOVERNOR OF MELAKA
CUCMS 9TH CONVOCATION**

(Ucap Jasa - to be read by Prof. Jason)

Good morning and *salam sejahtera*.

His Excellency,

Tun Datuk Seri Utama Dr. Mohd Khalil Bin Yaakob,

Governor of Melaka

Yang Amat Berbahagia

Orang Kaya Bendahara Seri Maharaja General Dato' Seri Diraja

Tan Sri (Dr) Mohd Zahidi Bin Hj. Zainuddin

Chancellor of Asia Metropolitan University (AMU)

Yang Berbahagia Tan Sri Dato' Dr. R. Palan,
Pro-Chancellor,
Cyberjaya University College of Medical Sciences (CUCMS).

Yang Berbahagia Tan Sri Datuk Dr. Ridzwan Abu Bakar,
Chairman of the University Board of Governors,
Cyberjaya University College of Medical Sciences (CUCMS).

Yang Berbahagia Professor Dato' Dr. Mohamad Abd Razak,
President,
Cyberjaya University College of Medical Sciences (CUCMS).

Yang Berhormat Datuk Wira Omar Jaafar
Speaker DUN Melaka

Board of Governors and University Senate,
Cyberjaya University College of Medical Sciences (CUCMS).

Tan Sri-Tan Sri. Puan Sri-Puan Sri.

Dato'-Dato', Datin-Datin.

Figure 3.29: Accolades for Tun Datuk Seri Utama Mohd

Khalil Bin Yaakob (Governor of Melaka)



Figure 3.30: Publication and Speeches Committees



Figure 3.31: Duty at the registration counter



Figure 3.32: Graduant Committees

IMPACT TO TRAINEE

The trainee have learnt how to deal with student and parent during the CUCMS 9th Convocation. The way how the trainee communicate with student for students to get their confirmation attend the convocation. The trainee learnt how to solved and deal with the situation.

3.2.2 INDUCTION CLASS FOR NEW STAFF

The trainee have discussed with Mr Azhar about special project that trainee planned but because of some issues that cannot be solved, Mr Azhar suggested the trainee to handle induction class for new staff on 12 December 2018 (Wednesday).

During the class, the trainee briefed about CUCMS library overview and services that CUCMS library provide to the users. Mrs Hawa help the trainee during the induction class by

distributed the MyAthens brochure and library membership form to the new staffs.

IMPACT TO TRAINEE

The trainee know about MyAthens that use in CUCMS Library and Knowledge Management Centre as a platform for user to access the online database subscribed by CUCMS. The trainee able to explained and hand on during the induction class.

The trainee learnt how to promote library services to the users.

This is important to increase the library service statistic.

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CHAPTER 4: INDUSTRIAL TRAINING REFLECTION

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

After completing five months of industrial training at CUCMS Library and Knowledge Management Centre the trainee has learned a lot of things. Since the first day, the librarian has prepared the scheduled for each department that complete for 5 month to ensure that the trainee go and learn to each department. It is important in order get experience and acquires new knowledge. Before trainee started to participate for each department, the staff responsible will give brief explanations regarding the flow of the works of each department, the functions, and the division of each department. Industrial training is the platform for students in order to **discover new skills** to apply in the real work situation. There are a lot skill that I can obtain including the **skill of communication**, deals with users, librarian, staff and the way to handle the works that have given.

The most meaningful experience, when writer at **Cataloguing Unit**. This is the first experiences to learned catalogue and book process. It involves a lot of things and need patience in order to complete the works. Writer feel lucky to do practical training at CUCMS Library because writer can learn to catalogue new thesis and new books. Moreover, the trainee gained the knowledge in using National Library of Medical (NLM) Classification as system used for catalogue the books. It is a new knowledge for trainee during industrial training. The tag used when catalogue the material is similar like the

trainee learnt in class but only the NLM Classification categories are different. The theory learnt in class have applied during industrial training. The trainee have learnt to catalogue the material using MARC 21 for input cataloguing data into Virtua LMS. The trainee have input bibliographic information of books and thesis. It is feel so excited and fun during done the task. This is the experience that the trainee get during catalogue the material in library system. The trainee get to experience in original cataloguing and copy cataloguing into CUCMS Library. Hence, all the knowledge and skill have applied by trainee is gained from the **Computerized Cataloguing (ILM655)** subject.

In addition, the trainee have gained the knowledge and experience during preparing **library digital guide** for CUCMS Library users. The trainee have applied the knowledge and skill in editing and making video during the subject **Multimedia (IMS457)** for preparing the library digital guide.

The other things that writer have learned in **Acquisition Department**, actually there are a lot of things that should be handled in this department. The process is started in choosing the vendors in order to purchase the materials or book collections. Then, trainee should deal with systems in order to complete the works. CUCMS Library have handled most of the job on Virtua LMS. Virtua LMS is very useful in order to key in all the data regarding the library performance. Each staff here has their own passwords in order to let them do their jobs. In this department, I have learned and deal with new terms such as EMC paper and Order Maintenance. There is some problem at the early in order to remember the term, and step of each process. The trainee also involves from beginning process in handling a collection until the end of the process.

After completing at **Acquisition Department**, the trainee have participated in cataloguing department. The first things, in trainee mind are cataloguing is the most challenging departments. In this department trainee learned to key in the data in MARC 21 on Virtua system.

Next, this is a **Circulation Unit** which the trainee has deal with CUCMS Library users. It is including the process of **lending, returning books, fines and book loses**. The trainee also learns how to handle the **process of clearance** for students that finished their studies. Clearance process is important for convocation which is students records must be clean to enable the students to go to convocation ceremony. In addition, circulation unit not focusing on counter area, but also have been dealing with the users who want to retrieve the book collections. Some of the users need guidelines in order to know the place of the books. The trainee have faced many situation during manning at circulation counter such as book lost. The antics and communication skill also important during manning at Circulation counter. From the situation, the trainee also have applied the knowledge gained from subject **Reference and Information Service (IML455)**, which is as a librarian, the trainee need to give service and solve the problem faced by the users.

The other experience that trainee has is at the **Reference Unit**. In this unit, the trainee got some experience in order to handle **Information Skill Class**. Actually, this is the first experience to be an instructor. Writer has been taught students from various faculty. Writer also has experience to help students personally about **MyAthens** in order to retrieve online data resource. Some of the students are not fully exploring regarding the services that have provided to them such as

MyAthens, WEBOPAC and so on. This entire thing will give an opportunity to students to retrieve information regarding their research and studies.

Next, the trainee also able to learn on how to do **Backup Server** and also to **update the library system** using Virtua Profiler. There are only one staff who are expert will manage this department.

Lastly, writer can conclude that during the practical training, writer have learned a lot of things and can gain knowledge. Actually, there are different when handling and works in the library environment. Before practical, writer only knows regarding the terms of cataloguing, acquisition and so on through the class, but now have a bit experience in managing the works. I think it is a good platform to me to explore in the reality of work environment.

4.2 PERSONAL THOUGHTS AND OPINION

During the practical training at CUCMS Library and Knowledge Management Centre, the trainee can see that all the staff treats the practical students like their own family and willing to share their experience and knowledge to practical students. They also not mind to help and teach the practical students.

During the first month practical in CUCMS, the library is not ready yet because of some issue. The trainee cannot experience any library services almost two (2) months but the trainee learnt the library process such as book purchasing, receiving book, cataloguing and Virtua Profiler.

The task given to the trainee are manageable but the special project was quite hard because it was last minute due to some issue. The special project that the trainee planned was not approved. However the trainee manage to complete the task. In addition, the trainee was provided with a desktop by the IT Department, however, the desktop that I received was slow and it was hard to manage the desktop. It also prevents me to work on task efficiently. The desktop contain virus which damage all the files inside it. The trainee continue to use own laptop to do the work.

4.3 LESSON LEARNT

Challenges and hardship become the teacher on its own. While undergoing industrial training at CPS, disciplines are the hardest criteria to be followed. With this experience, many things are learned that brought to self-improvement and self-management.

A skill that is learned and experienced during the industrial training is professionalism where never put your emotion above you. Fortunately, working there did not give me a lot of stress, even there is, I manage to control it. Smiling is the best medicine. Emotional control is important so that people would not be affected by someone's upsetting. The best way to avoid emotion disturbance is kept on smiling, think positive and give suggestion to the supervisors make to look professional. Respecting others is one of the reflections of professionalism that in return, others will respect you back.

Moreover, chasing after dateline is common in any working environment. In the aspect of submission, it is better to submit the tasks before dateline. As I sometimes tend to do late minutes work, it is actually quite hard for me to follow the datelines. From this, I have reflected that I should not work at the last minute because will reflect my efficiency, fortunately, I manage to avoid and manage to catch up the dateline during my industrial training.

I also learned that one person has to be brave to communicate in English and do not be afraid if there are grammar mistakes because as you speak you will learn and be able to fix yourself. During the past five (5) months there, I was able to arrive on time to work. Because in the working environment, punctuality is important and it will reflect us with our work.

4.4 LIMITATIONS AND RECOMMENDATIONS

Regarding to writer experience during the practical training at CUCMS Library, some improvement can be made according to trainee views. Such examples are the library. Even though the library management is more on services, it must be act as one of the successful libraries to gives the best image for CUCMS. A lot of improvement to enhance their performance in terms of the space, staff, complete facilities and others.

Other than that, the most important things are the collection on the shelf. Trainee notice during the practical, some of the students cannot get the book that they find. The major problem is because of the misplaced or that book is not at the right shelf.

Other than that, in terms of promotions, library need to give extra marketing towards the use of online database and other facilities that provide by the library. These because writer notice that most of the students do not used the online database to search extra information from the online journal. Maybe, library can suggest to the lecturer to ask their students to use the online database or gives extra practices regarding to the library usage. Perhaps, this will encourage their students to

used library more often and they know what library has provided for them to enhance their knowledge and become the literate person. Lastly, CUCMS Library is one of the organizations that have proved their credibility with the good performance and images and support the CUCMS to be the world class university.

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CONCLUSION

Industrial training is a great opportunity for student to learn about the organization. Other than that, work experience that gain by students is relevant to professional development prior to graduation. Student should note that Industrial Training is an essential component for apply their knowledge and skills during training. The time frame of industrial training is five months and suitable for the trainee to gain skills and adapt working environment in future. The rainee have finish conducted industrial training at CUCMS Library and Knowledge Management Centre during the time given. The library cover the areas of General and Specialized Medicine, Pharmacy, Traditional and Complementary Medicine as well as Allied Health Sciences. There are four unit that responsible in manning the library in providing a good facilities, services and collections. During the industrial training, the trainee have done several task in each of unit such as manning the Circulation counter, assisting stocking process, cataloguing, ordering process and others all of the knowledge and skill that gain by the trainee is very valuable. The best thing is when the trainee get the opportunity and experience to be part in CUCMS 9th Convocation and Special Convocation. Nevertheless, the valuable lesson that got by the trainee also useful in become a good worker in future. Learn from mistake and becoming a good person after learnt from the mistake. To sum up, the industrial training have achieved the objective because making the trainee feel that true life as a librarian.

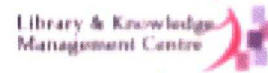
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APPENDIX



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



LIBRARY CIRCULATION UNIT

Library Membership Form

NAME _____

IC NO _____ PASSPORT NO _____

STUDENT/STAFF ID _____ MOBILE NO _____

COURSE / FACULTY _____

ADDRESS _____

EMAIL _____

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

DATE _____ SIGNATURE _____

FOR OFFICE USE ONLY

Tick (✓) in the appropriate box

- Student
 Academic Staff
 Management Staff

Checklist

Update record into system
 Date _____
 Record by _____



www.cybermed.edu.my/library



exam@library@cybermed.edu.my



[03-29111107](tel:+60329111107)



CUCMS Library



CUCMS Library



03-29111107



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



LIBRARY CIRCULATION UNIT

Room Reservation Request Form

REQUESTER DETAIL

NAME	_____	DATE	_____
MATRIC NO./STAFF ID	_____	TIME IN	_____
MOBILE NO	_____	TIME OUT	_____
NUMBER OF PAX	_____	FACULTY	_____

These rooms may not be reserved for regularly scheduled classes or ongoing meetings

Rooms priority are for discussion with the lecturer or staff

Please leave your matric card attached to this form

Food, drinks (except covered bottle) and bags are NOT allowed in these rooms

ROOM BOOKING

- ROOM 1
- ROOM 2
- ROOM 3
- ROOM 4
- ROOM 5

PURPOSE OF USAGE

- Meeting
- Discussion
- Class
- Others _____

Form No. 001/2015
15/09/2015

FOR OFFICE USE ONLY

Tick (✓) in the appropriate box

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

Information details

Date	_____
Signature	_____
Received by	_____



www.cybermed.edu.my/library



searchlibrary@cybermed.edu.my



[03-89521187](tel:+60389521187)



UCMSB Library



UCMSB Library



03-89521187

BUCHMS-LIB-PRM1008, REV 03



Cyberjaya University College
of Medical Sciences
Persiaran Bestari, Cyber 11
43000 Cyberjaya, Selangor



LIBRARY CIRCULATION UNIT

Book Damage Report Form

NAME _____ MOBILE NO _____
MATRIC NO./STAFF ID _____ DATE _____
DAMAGE DETAILS _____

BOOK DETAIL(S)

NO	AUTHOR	TITLE	PUBLISHER	CALL NO	BARCODE	COST OF THE BOOK
					TOTAL	

DATE OF DAMAGE: _____
BY: _____

FOR OFFICE USE ONLY

Tick (✓) in the appropriate box

- Page missing
- Page tear off
- Book cover tear off
- Others _____

Information details

Date _____
Receipt No _____
Total Payment _____
Signature _____
Received by _____