



Acknowledgement for industrial training report uitm

## ACKNOWLEDGMENTS

B.Sc Engineering course is scheduled for 4 years academic and Industrial training period of 6 months. I was appointed to the CML-MTD Construction LTD, which is a leading civil engineering construction company in Sri Lanka for my second Industrial training period of 10 weeks.

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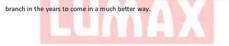
1.0 INTRODUCTION	with unique rhetorical opportunity not only to convey their genuine gratitude for the intellectual and
Reports: memo, minute meeting, job application	penandi assistance they have received in
letter and resume are among the most common	completing their research, but also to promote
texts written by employees for work-related purposes.	scholarly identity by displaying their immersion in
Most of the offerenenflander witten text are written	scholarly networks, their active disciplinary
in English. Therefore, future workers have to learn	membership, and their observance of the valued
English to Specific Purposes. Acknowledgement is	academic ideasi of modestry, grafitude and
an optional section of reports written by these	appropriate self-effacement <sup>1</sup> (303). Hence, [4]
language learners.	confirms that "acknowledgements have become an
Acknowledgement page is a section in which the	institutionalized element of the scholarly
author expresses "public grafitude for estendiary	communication process, reflecting the cognitive and
private gestrues of assistance which contributed in	structural complexity of contemporary research <sup>2</sup> .
some way to the research or scholanship reported	The way of expressing grafitude may be different
moral supports to the presence of a scholanship reported	from one while to another due to factors such as
moral supports to the presence of a scholanship reported	completing the research or writing. As shown in [5]
moral supports to the presence of assistantion of intergeneration.	this ageet of cultural differences influences theorems
Acknowledgement page is a section in scholanship	academic writing strategies whereby English scholars
reported gestrations of the presence of the	write their actinovidgements in separate tections,
author expresses "public grafitude for estendiary	they write il longer and convey their appreciation to
and and the scholanship reported".	

4<sup>th</sup> International Conference on Information Technology (ICII 2019) 107

ACKNOWLEDGEMENT

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Date:

(Siddharth Shrivastava) (Manager R&D)

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 $^{2}$ 

29c) Academic Service Unit (Date: 26. Read the instruction 6. Weeding project require trainee to select anddecide whether to add the item to other library's collection. This is a big responsibility because the trainee need to do wise dicision and did notremove valuable items from library's collection. library is a supportive institution for Faculty of Law. This is because the collection is huge and currently there only have two staffs who perform this task. The trainees has joint briefing conducted for librarians who taught undergraduate students. The library can follow the collection is huge and currently there only have two staffs who perform this task. also handlingInformation Skills Session for post-graduates. Below is example of exhibition created by International Islamic UniversityMalaysia (IIUM) Library. There is a lot of workunder this unit. Shamsiah and Mrs. Thus, the library can search for part timer or called for volunteers fromUM students to help in scanning the collection. Other than that the library can dodigitizing on non-active library materials with value information and published in thewebsite to share with public. The trainee also applied knowledge gained from the lecturerwho taught subject of Organization of Information: Abstracting and Indexing (IML605) in completing the task given. Other than that, at archive unit and microform unit, the trainee has got opportunity to dodigitization process. In addition, trainee also knows about international conference and how to produce a good paper for entering international conference. 6INDUSTRIAL TRAINING REPORT [UM LIBRARY]Below is the operation hour for main library: Table 2: Operation hours Exam Week Final Semester Day During Break SemesterMonday- Friday 8.00am- 8.00am- 8.00am- 8.00am- 8.00am- 10.30pm 12.00am 7.00pmSaturday - Sunday 9.00 am - 4.00 pmPublic Holiday CLOSEDLibrary services and its collection available at main library are almost same with otheracademic libraries. Therefore, students are able to learn more on management, gained addedskills and practical knowledge that are possibly different at the class. It is easy for users to look up the availability at every levels. These materials are kept in closed stacks for preservation and users are allowed reference facilities at the designated reading areas. The slides and notes used in the class also available at Interaktif portal that can be download anywhere and anytime. Library Announcement (Date: 21th Dec. All the designs has different approached in order to make it be eye's catch. Below are design figure 100: First design Figure 100: First design figure 101: Second designMr. Zaki and Mrs. The library should use facility available in the library wisely. It is beneficial for blind people or visual impaired to use this facilityindependently with voice commentary. This guide has been produced by the trainees need to clear the manuscripts from dirt and arrange it orderly according tocall number. Therefore, with the existing of this subject, students can get the image on working in field that they have learnt. Information agencies are service based industries which can give a lot of new skills and sharpen the existing skills such as communication skill. The trainee 68 also got opportunity to help the library to manage weeding project at Za'ba MemorialLibrary. 23 Figure 29: Library system Figure 30: Carrel roomFigure 31: Shelving activity Figure 32: Trainee at counterEVALUATION ABOUT THIS UNITIN the trainee opinion, this division is systematic and well manages. This service isseldomly being offered at academic libraries. Punctuality makes the trainee be more confident and dependable.Brett & Kate McKay, (2012) mentioned that being punctual builds the selfconfidence. Showing up on time teaches that a person can depend on themself. Figure 36: Upload file3. Figure 29 shows carrel room available at this library, and reference hall. The trainee do not give up and try tosuggest for other activities at different branch library and finally it has been accepted. Moreover, it is same with a situation where the library staffs or top management assigns the trainee more tasks to do when the trainee already overloaded. This is because there have shelving schedule that will be change every twomonths. There are also books and journal titles in electronic format accessible via Electronic Databases.iii Visitors from outsider such as foreigners and private institution need to pay RM 21.20. Besides that, the trainees responsible for register the carrel room for postgraduate students. Currently, the exhibition is all about library's achievement and some historyabout the library. repairEVALUATION ABOUT THIS UNITThis unit is an important unit for preserving the library collection. However, there have certain service and collection Microform The collection start from early of Malaya. The trainee needs to follow the instruction given at the loose leaf. The government of the two territories indicated their desire to change monthly or twice intwo months. xiiiINDUSTRIAL TRAINING REPORT [UM LIBRARY]OBJECTIVES OF INDUSTRIAL TRAININGThe main objective of industrial training for the students is to give them working experience with specific task and responsibilities. It is including circulation activities and providing information regarding electronic resource and online database. internet connection. The trainee has apply the knowledge gained from subjectPublication & Production of information materials (IML 601) and ElectronicPublishing (IMD 304) to produce a bulletin. Ms. Aruna had gave an idea to the trainees about her job to produce statistics every weeks for the institution. Read roughly gazzete amending act4. Main Library is conducting core library's activities for all libraries. Retrieved from Online. The relevant of giving at least fourmonths working experience at selected organization is most of the students do not havechance to work in office especially in information management's field. However, it is best is the trainee can learn longer at Main Library since all the activities are based on Main Library. This small change inmind can improve the mood. Another skill that the trainee gain during industrial training is professionalism. Government institutions are common with professionalism attire and attitude. completedigitization process in short time to minimize the damage microfilm. Give the idea to future practical students about tasks they need to perform during internship Bulletin 62Draft the information towrite in the bulletinin Adobe softwareInsert information in the bulletin. Consult with supervisor If accepted, If there is point toproceed the bulletin change, edit the bulletin finishFigure 107: Workflow of Internship Bulletin 633. Lastbut not least, the knowledge, skills and experience gain during the practical training is the best method in order to prepare student to expose to the real working environmentand also to be a good and better librarian in future. Therefore, the knowledge gained can givebenefit to the students itself and to the organization. Diploma Information Management (IM110). Below are the list ofspecial libraries under UM: i. Among the booth available are end note class, academic service unit, and games. There are 4 branch libraries which are Main Library, Za'ba Memorial Library, Law Library and 7 special libraries whichfocus to the certain faculty. Thus, library and activities for users. Another suggestion is that Law Library can use television area to promote library awareness. The aimed of this division are to fulfillusers' satisfaction and also providing current information to users. The trainee agreed on the point wrote by Bowes (n.d.), the 73biggest challenge to inspire and maintain high levels of self-esteem among staffs is theability of an organization to create a sense of staff self-responsibility. Lisdar gave two daysfor completing the exercises and on last day, Mrs. CatalogingPublication Digitization & ProductionWeeding Applicati Communic project on of ation knowled ge Promotion Law Library, the trainee has gained a lot ofknowledge about library management. Figure 27: System offline The trainees eager to learnt the process of locating library materials stored at Compactus Room (BKOM). Internship bulletin is prepared by the trainees during five months of training at UM Library. The first Vice-Chancellor was Professor Oppenheim, a world-renownedMathematician. According to UM's website, currently, His Royal Highness The Sultan of Perak DarulRidzuan, Sultan Nazrin Muizzuddin Shah is the Chancellor of the University of Malaya on 8th November 2013. Forexample, the library need to buy photocopy machines and scanner in order to performdocument supply service. Joint Library Meeting with book publisher (Date: 1st Oct. However, duringlearning process at the faculty, the trainee has not get any chances to have self-learningto input bibliographic information in library system. For semester 2015, Faculty of Law has got new students with a special needs (blind people). Retrieved from of-being-on-time/Faculty of Information Management (n.d). I am grateful because I have a lot of friends who were always there for me to help and support me throughout the course of completing the internship program. UNIVERSITI TEKNOLOGI MARA FACULTY OF INFORMATION MANAGEMENT INDUSTRIAL TRAINING REPORT UNIVERSITY OF MALAYA LIBRARY LEMBAH PANTAI 50603 KUALA LUMPUR Prepared By FARA ROSLINDA BINTI SALLEH 2013871614BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY MANAGEMENT 3rd AUGUST 2015 - 31ST December 2015INDUSTRIAL TRAINING REPORT [UM LIBRARY] TRAINEE'S DECLARATIONI declares that the work in this industrial training report was carried out in accordance with the rules and regulations of Universiti Teknologi MARA (UiTM). The library can form a community to handle this section. The totalnumber of boxes that the trainees managed to arrange is 146 boxes. Figure 97: Clean up Figure 98: Record the box manuscript numberIMPACT TO TRAINEE The trainee got to know how UM Library manage manuscript collection is stored at close access area to prevent the collection from stolen. SUGGESTIONS FOR THIS ACTIVITYFrom the trainee observation, the process of updating government gazette and loose leafcollection is well-managed. It is responsible to preserve and conserve microform collection available in this library. 546. In contrast, the games held for users which isabout shelving is good for users which isabout shelving is good for users and even for library. 13INDUSTRIAL TRAINING REPORT [UM LIBRARY] Located at 2nd Floor the collection consists of theses, dissertations, research projects, academic exercises, unpublished conference papers and loose leaf. Appendix 2 shows the task mark by Ms. Nik. Figure 44: Searching article in Scopus Figure 45: Web of scienceEVALUATION ABOUT THIS UNITThe existence of this division accordance to the objectives of institution. Mr. Hamid taught the important step in acquisition which is ordering, make invoice and receive the items. This collection can only be accessed by LibraryFigure 13: Closed Access Collection staff whom will retrieve items upon request. The staffs taught a basic process perform at this unit. The library can also invited students to join this community to sharetheir ideas. They can added a wodden at side of the shelves withattractive design of shelves and mindset. The trainee got opportunity to join this class and it is very helpful. The trainee learnt about end note software that will help for research. Other than that, UM Library has put their users in priority. Nevertheless, during training the trainee needs to looks professionalismeveryday by wearing proper clothes to go to the library. It is a great opportunity to joint this librarymeeting. (2012, July 16). Find the section towhether to substitute, amend delete or insert 8. In1961, the legislation was established on 1st January 1962. R.Ranganathan. 33e) Microform unit (Date: 29-30. Asia Internet Usage Stats Facebook and Population Statistics. This knowledge is equivalent with current needs in librarymanagement. They have used Microsoft Excel to record date of activity, items id, and number of users' library card. The trainee gain experience on the exactly process and procedures for reference service. This is because the trainee feel more responsibility towards the working. Thetrainee has learn a lot about professionalism especially in attire. It is better if the library in Malaysia. Notice about library operating hours was just being informed throughnotice paste at several place inside the library. Thisdivision basically manages users' activities and be the front line of UM Library. TASK DONE BY THE TRAINEES The trainees have learnt to do circulation process includes check out, discharge, renew and hold library items for users. Nevertheless, there have some improvements that the library's mission and vision. The student prefers to gain working experience at the oldest university's library. The trainee has come out with the suggestion tocreate a simple guide to use Pendeta Discovery. The objective of this guide is to show to the users the basic way to search and retrievelibrary materials. However, library can improve their design of signage to be moreattractive and noticeable without being obtrusive or detracting from the overallphysical attractiveness of the library. In hopes, this can be addedvalue to the trainee to learn about Law that is one of big field in the world. Other than that, the trainee also has experienced to see old collection with aged more than 20 years. The figure below shows that the library still have old collection with old design of callnumber. Retrieved from relations/308-nurturing-self-esteem-it-has-impact-on-how-people-work. htmlBrett & Kate McKay. 502. In order to completestudy, trainee needs to undergo 5 months of practical training in industry starting from 3 August 2015 until 31 December 2015. Retrieved from Career Coach. Sabariah invited the trainee to join library session with Jurisprudent students to protect its

condition. Retrieved from to-be-professional-at-work-canada/article.aspxThe University of Malaya Library. From thetrainee's study, previous trainee at Law Library. Ratnawati Sari Mohd Amin 20a) Client Service Division (Date: 3 - 7. iiINDUSTRIAL TRAINING REPORT [UM LIBRARY]ACKNOWLEDGEMENTAssalamualaikum w.b.t.Alhamdulillah I have completed my industrial training and in sha allah will becompleted my bachelor studies. Besides that, the trainee also learn on how to register a new library member. 79 Trainee responsible to arrange material to bind for hard cover. The library can look up examples of various design of librarysignage and implement it in the library. Figure 62: Example of information literacy class 373.2 Training activities at Tan Sri Professor Ahmad Ibrahim Law LibraryDATE DIVISION / UNIT OFFICER7/09/15 - 11/09/15 Circulation service Mrs. There have 2 session with twodifferent class In trainee's opinion, there has enoughlibrary collection, nevertheless interior design of this library could be upgraded. In the trainee do training at MainLibrary then the trainee continue to do training at Tan Sri Professor Ahmad IbrahimLaw Library to learn more about library has provided varieties of services and facilities to meet their users' need. It is equivalent with their function to be as themain library for the campus, the library has provided varieties of services and facilities of services and facilities to meet their users' need. It is equivalent with their function to be as themain library for the campus, the library has provided varieties of services and facilities to meet their users' need. It is equivalent with their function to be as themain library has provided varieties of services and facilities to meet their users' need. It is equivalent with their function to be as themain library has provided varieties of using the service of using the servi library system. The trainee also has done four special projects to encounter inadequate information atthe library. Temperature (Temp: 19-20'c) and humidity (Humidity :40-60) of storage area needs to be controlled by the staffs in order to preserve thecollection. How to manage your time effectively. 2015)Mr. Zaki was asked the trainee to help him redesign library's announcement. In addition, Miniwatts MarketingGroup (n.d) stated that internet users in Asean is 47.8 percent over rest of world. Mrs.Shamsiah taught about End Note Reference Management Software, Turnitin softwareand online database subscribed by UM Library. Currently, the collection are being digitize into CD-ROM for preservation purpose. As stated in Chapman (2015), thehead unit of QS Intelligent Unit, Ben Sowter said UM is Malaysia's number oneuniversity. "Kad permohonan bahan BKOM" were given to the users who request it. a) Logo of university Figure 1: UM logo b) Vision of University of Malaya To be an internationally renowned institution of higher learning in research, innovation, publication and teaching. According to UM website (n.d), the university's named drive fromterm "Malaya" that are used on that time which refer to Malaysia. At every library visited by the trainee, a library staffs brought alltrainees to look around the library and also explain about library's collection, services and their facilities. The university that has been describedearlier is University of Malaya or commonly known as UM. The trainees used rewinder with cloth and some curix screen cleaner onto it. Figure 56: Storage box microfilm Figure 57: Digitize microfilm Figure 57: Digitize microfilm Figure 58: Clean up microfilm Figure 56: Storage box microfilm Figure 56: Storage box microfilm Figure 58: Clean up microfilm Figure 58: Clean up microfilm Figure 56: Storage box microfilm Figure 56: Storage box microfilm Figure 58: Clean up microfilm Figure 58: Clean number of library that still maintain and managemicroform collection is lowest. It is quite dissappointed when the faiclities areavailable for users but the users are not using it. In nutshell, industrial training has make the trainee being exposed to the real nature of library's world. Besides that, guide to use Pendeta Discovery aimed to direct users to findlibrary's items in effective ways. Select subject of the conference paper. This library is located next to building of Faculty of Business and Accounting. Thus, it can beas the medium to spread knowledge gained to readers. Trainee has learn various skillsunder Client Service Division. It is one of method to spread knowledge gained to readers. visually. It is a great initiative by the library to be aligned with current trends which is informationon finger. Thisservice is very user friendly since users can register to enter the class through library's website. Internship Bulletin The trainee initiate to produce a bulletin spreading activities that have done during their trends which is information finger. 40: Personal letter Figure 41: ScannerFigure 42: Uploaded conference paper Figure 42: Uploaded conference paper Figure 42: International textbooks Resources relating to treaties and treaty status information, materials concerning the jurisprudence of international courts and tribunals, selected United Nations publications and journals as well as information on research guides. Then, Mrs. Librarian Knowledge Sharing (Date: 12th Nov. Nowadays, people prefer to search information through online. 2015) Cataloging unit is a core unit for a library. Therefore, the trainee can saw the library stillused the old design of signage. First session started at 8.30 am. Cut the straw-board 5. From website of UM, it is stated that, the Carr-Saunders Commission on University Education in Malaya, which recommended the setting up of the university, noted in its Report in 1948:"The University of Malaya would provide for the first time a common centre wherevarieties of race, religion and economic interest could mingle in joint endeavour ... Appendix 4 shows example of amendments done by trainee. Meanwhile thetrainee help to distribute brochures to the students. Figure 85: Library orientation Figure 86: Briefing by Mrs. The library can do regular maintainance for all computers whether it is operate normally or not. students from Faculty of Law came to the library and started usinglibrary collection and services. This section cover all libraries that the trainee has also being taught about inter library, Law Library, etc.From the trainee's observation, the library has install Closed Circuit Television(CCTV) at certain area only such as at the locker. The benefit of using CCTV is it can increase internal security. Users can get the idea of book's arrangement at the shelving and they can help the library has install Closed Circuit Television(CCTV) at certain area only such as at the locker. Poster of library open day Figure 83: Joint activity at Figure 84: Group photo library open day 524. The class was held at Computer Lab C, Main Library. There is also question and services available in this library. From the trainee's overview, there is minimumnumber of information regarding law library. Library Visit (Date: 8th & 15th Oct. However, infuture the library can upgrade the machines used at this unit. This could be evidence that Asean people are most likely to use internet in their daily life. Therefore, it is essential if the library can update any information using socialnetworking that more user friendly and meet the current trends. It iseasy for the new users to refer it. The trainee has apply knowledge gained about promotion of library products and service that has learnt during diploma. Propose the Design the Show draf of After it is idea to Head simple guide design for approve, print approval and place it of Law Library near to the computer Figure 111: Library guide 65CHAPTER 4: INDUSTRIALTRAINING REFLECTION 664.1 Application of knowledge, skills and experience in undertaking the task. The trainees was assigned to do scanning and uploading of UM's old photos to the UM Memory. In other words, the staff must feel a sense of personal control over their work and their activities within the work environment. In trainee's opinion, this service is a bestservice because the trainee also has faced several times of not found the searchmaterials. Figure 39: Deposit item The trainee's opinion, this service is a bestservice because the trainee also has faced several times of not found the searchmaterials. acid-free envelope for protecting the photos from unwanted things. Interested students are advised to register at the Information (Date: 1st Oct. Shelving help the staff to know the location of library's materials which will toperform good reference service. This university of Malaya began in Singapore with the merger of the KingEdward VII College of Medicine and Raffles College on 8th October 1949. Figure 29 shows the example of library signage. Figure 68: Request of law case Figure 69: Law case found by trainee to explore about reference services. If the user agree to pay for the fee, then the librarian proceed the photocopy process. Trim the book4. There was many boothopen for users. However, mostly the students faced various problems regarding on searching of library materials since the students are still new and they didnot have library materials since the students are still new and they didnot have library materials since the students faced various problems for users. Search laws on online database if there is backlog. It is great to get the skill for updating law collection and government gazette. Some of the departments are available only in main library such as binderyunit and academic service unit. This activity can be one of method to preserve the collection. The time frame of this training isappropriate for the trainee to gain skills and adapt to working environment. 5810. Retrieved from offered?id=54#course-outlineFaculty of Information Management (n.d). Lisdar taught the trainee for two days. 14INDUSTRIAL TRAINING REPORT [UM
LIBRARY] Table 6: Services provided at Law Library Services Description Reference and information services are provided by qualified professional library users including user education and document supply. Figure 17: Reference services The federal and states laws which represent primary sources of law are available and continuously updated with changes made by the Malaysian Parliament and the respective State Legislative Assemblies. Figure 18: Updating Malaysian Laws 11 carrels are available for postgraduate students. It is located at thirdfloor of the library. TASK DONE BY THE TRAINEE The trainee was assigned to input bibliographic record and subject for thesis collection prepared by post graduate students from Faculty of Law. In addition, the trainee got opportunity to browse Chinese Manuscript. c) Mission of University of Malaya To advance knowledge and learning through quality research and education for the nation and for humanity. The most interesting space at MainLibrary is Collaborative Learning Area (CoLA) that have modern design and moreleisure. Users may felt disappointed because the library system to record the process of buying library's items and E-Procurement (under UM) to deals with publisher on ordering and make invoice. Figure 74: Cataloging activity Figure 75: Journal for indexing 46EVALUATION FOR THIS UNITCataloging at Law Library has used RDA standard. Then, the trainees received a task from Ms. Nik to search articles written by UM's staff in ISI and Scopus. There have about 60 carrel rooms includes reserved for students with special need. It could help the users of damagemicroform is increasing form time to time. Colorful carpet with abstractdesign can be used inside the library to make the library to make the library looks interesting and bringpositive mood to the users. Knowledge sharing is where the librarian share experience on what they have gained during internationalconference and presenting paper internationally. It is includes information. The idea to create this poster comes when the trainee was assigned to sit at library's counter and deal with users need. While chapter 3 consists of training activities and special project and thelast chapter is chapter is chapter 4 which has the conclusion of the report. Then, a library staff guide trainees to search the item. The trainee need to keep focus to 70minimize the mistakes. It is good to have this unit rather thanoutsource for bindery process. SUGGESTIONS TO THIS UNITThis unit have well-managed and the process of bindery is very systematic. The process of circulation has been taught by library staffs at the counter: o Check out the library's item: The trainee need to scan the student's card and bar code of the item for users to lend the materials. The participant askedquestion regarding the topic and Mrs Shamsiah was guided the students patiently and skill to use end note software and skil However, users from outsider such as lawyer from alegal firm can also used the library with a fee. Sabariah Basir28/09/15 - 2/10/15 Special collection unit: Mr. Azrifirdaus & Mr. Rizuan Update Loose- Leaf and Government Gazette5/10/15 - 9/10/15 Cataloging unit Mrs. Select type of materials to upload which is conference. Ms. PauziaahMohamed was in charge to give short briefing to all trainees. Ratna. Some of subjects that help trainee to apply during industrial training are Production of Information Works (IML 553), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Publication & Products and Services(IMD 202), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Publication & Products and Services(IMD 202), Public Relations in Information Works (IML 553), Public Relations in Information Works (IML 553), Public Relations in Information Works (IML 553), Public Relations unit at Law Library require basic skill and theory from trainee. Meanwhile, second session started at10.30 am. Figure 89: Library skill about online database subscribed by Law Library. The staff also need to managethe storage hold this collection. By using this approach, users will bemislook or did not get the message because they are not visting the library. During five months of training, trainee got opportunity to learn librarymanagement at Law Library v. Meanwhile, if the users choose to get the hard copy at the library, the users need to pay RM 2 for searching charge. Tan Sri Professor Ahmad Ibrahim Law Library Information about this library will be explained on the next chapter. The users can request maximum 5 title of items and libraries available in Malaysia. Ranking universiti awam terus meningkat - Pendidikan. In addition, the library also conduct class subject GXE 101 that teach aboutlibrary skill for undergraduate students. List making is one of strategy for trainee tomanage time properly. The trainee also able to apply knowledge gained about archive subject (Diploma level) which are preservation and conservation activities. The trainee also has experience touse different machines for microform and photo digitization. University of Malaya celebrated the installation of its first Chancellor, Tunku Abdul Rahman Putra Al-Haj, who was also the country's first prime minister on 16th June 1962. 78ConclusionIndustrial training is essential for fresh graduate to gain practical knowledge and appliedknowledge, content, skills gained at the faculty. UM library hasmillions of collection, thus this unit has to maintain the collection in order to be in agood condition and can be lasting for many years. Weeding project 64 2. Stamping "Discard" at the books.BEFORE AFTER Figure 103: Weeding project 60Check status of items Discard" on Malaysiana / Non items Malaysiana / Non items MalaysianaAvailable at PPZ / PPZ / Main Library Stamp "Discard" on items Figure 104: Workflow of weeding process 612. Staff at this division are responsible for collection development accordance to establish standard and guidelines.d) Special collection unit The existence of this unit is to manage special collection such as laws legislation, looseleaf collection and journals. Then, the trainee print the information for book title and bar code of the book. Figure 72: Arrange the materials Figure 73: Print information for the bookEVALUATION FOR THIS ACTIVITYIt is great opportunity for the trainee to know about special collection and process tomanage it. Inaddition, the trainee brings the image of university and the family, thus the trainee brings the image of university and the family. 54Figure 88: Meeting room at Law Library 54Figure 99: Visit PTAR PP 56Figure 91: Visit PTAR PP 56Figure 92: Visit PTAR PP 56Figure 92: Visit PTAR PP 56Figure 93: Visit PTAR PP 56Figure 93: Visit PTAR PP 56Figure 94: Visit PTAR PP 56Figure 94: Visit PTAR PP 56Figure 94: Visit PTAR PP 56Figure 95: Visit PTAR PP 56Figur LIBRARY]Figure 97: Clean up manuscript 57Figure 98: Record the box number 57Figure 98: Mr. Faizal presented his paper 58Figure 102: Chosen design 59Figure 102: Chosen design 59Figure 103: Wedding project 60Figure 98: Mr. Faizal presented his paper 58Figure 99: Ms. Sutarmi presented his paper 58Figure 98: Mr. Faizal presented his paper 58Figure 99: Ms. Sutarmi presented his paper 58Figure 98: Mr. Faizal presented his paper 58Figure 99: Ms. Sutarmi presented his paper 105: Discussion among trainee 62Figure 106: Cover page of Internship Bulletin 62Figure 107: Workflow of creating simple guide 65Figure 111: Library guide 65Figure 112: Collaborative Learning Area 69Figure 113: Emergency plan 71Figure 114: Suggested book shelves 75Figure 115: Exhibition about Tan Sri Professor Ahmad Ibrahim 76Figure 116: Theme exhibition at IIUM Library signage 77Figure 117: Law Library signage 77Figure 118: Suggested signage 77Figure 118: Sugg PAGETable 1: Floor directory 6Table 2: Operation hours 7Table 3: Library collection 7Table 4: Library services 8Table 5: Collection at Law Library 13Table 6: Services provided at Law Library 13Table 6: Services 8Table 5: Collection 7Table 5: Collection 7Table 7: Training Schedule at Main Library 13Table 6: Services 8Table 5: Collection 7Table 7: Training Schedule at Main Library 13Table 6: Services 8Table 5: Collection 7Table 6: Services 8Table 5: Collection 8: Collection 8 ABBREVIATIONUM University of MalayaiaUM Universiti Kebangsaan MalaysiaIIUM International Islamic University MalaysiaUNIMAS Universiti MalaysiaUNIMAS Universiti MalaysiaUNIMAS Universiti Teknologi MARA xiINDUSTRIAL TRAINING REPORT [UM LIBRARY]LIST OF APPENDICESAppendix 1 : Trainee's attendanceAppendix 2 : Exercise done at Academic Service UnitAppendix 3: Exercise done for understanding legal sourcesAppendix 4: Example of amendment done by trainee xiiINDUSTRIAL TRAINING BRIEFBachelor students from Faculty of Information Management are compulsory to go forindustrial training at organizations either government sector or private sector. This program is aligned with library's mission which is to advanceknowledge and learning through quality research. T.J Danaraj Medical Library This library was established in 1963 that serves the teaching, learning and research needs of the academic staff, undergraduate students, postgraduate students and researchers of the Faculty of Medicine and the needs of the
nursing students, clinicians and professional staff of the University of Malaya Medical Centre. The main activity at this unit is to make a hard cover for boundjournals. TASK DONE BY THE TRAINEES The trainees being introduced to materials and machine used for bindery activities. Figure 46: Figure 47: Figure 48: Weight Book Compress Acrolin Figure 50: Figure 50: Figure 50: Figure 50: Figure 50: Figure 35: Select type of item 262. The first dean if this faculty wasProfessor Ahmad Ibrahim. Among the librarians who present their resperience is Mr. Faizal Hamzah. This library has providing services of updating law's of Malaysia. 12INDUSTRIAL TRAINING REPORT [UM LIBRARY]Below are the collections available at Law Library: Table 5: Collection at Law Library Description ItemsFigure 10: Malaysiana Collection Books on Malaysia or by Malaysian published locally or overseas, comprising of both primary and secondary sources of law namely statutes, law reports, textbook, journals, theses and dissertations, government gazettes and parliamentary debates. work.SUGGESTIONS TO THIS UNITThe process of scanning can take a long time to complete the whole collection ofphotos. Figure 114: Suggested book shelvesOther than that, at Law Library there has exhibition corner at the left wings of groundfloor. Lisdar Abdul Wahid21/09/15 - 25/09/15 Reference service Mrs. Checking whether the items in hand have at least 2 copies at Main Library or Za'ba Memorial Library or Za'ba Memorial Library or Za'ba Memorial Library to add another copies in the collection. In order to perform this task, thetrainee has applied the knowledge gained about promotion of library and multimediasoftware. The trainee manage to update four issue of "The Annotated Statutes of Malaysia". Simple guide to use Pendeta Discovery 67CHAPTER 4: INDUSTRIAL TRAINING REFLECTION 4.1 Application of knowledge, skills and experience in undertaking 69 the task 72 4.2 Personal thought and opinion 74 4.3 Lesson learnt 79 4.4 Limitations and Recommendations Conclusion ivREFERENCES INDUSTRIAL TRAINING REPORT [UM LIBRARY]APPENDICES xviLIST OF FIGURES xviIIST OF FIGURES xviIIST OF FIGURES 2: Map of UM 4Figure 3: Top Management 5Figure 4: UM Library 6Figure 5: Microform 7Figure 6: Red spot Collection 7Figure 5: Microform Entrance of Law Library 12Figure 10: Malaysiana Collection 13Figure 11: International textbooks 13Figure 12: Government Publications 13Figure 13: Closed Access Collection 14Figure 14: Commonwealth & Non-Commonwealth Reports Collection 14Figure 14: Commonwealth & Non-Commonwealth Reports Collection 14Figure 15: Braille Collection 14Figure 14: Commonwealth & Non-Commonwealth & Non-Commonwealt Reference services 15Figure 18: Updating Malaysian Laws 15Figure 21: Photocopying & Printing 15 vINDUSTRIAL TRAINING REPORT [UM LiBrary's item 21Figure 22: UM Library's item 21Figure 22: UM Library's item 22Figure 23: Organizational Chart 16Figure 23: Organizational Chart 16Figure 23: Organizational Chart 16Figure 24: Check out library's item 22Figure 24: Check out library's item 21Figure 25: Discharge library's item 22Figure 24: Check out library's item 21Figure 24: Check out library's item 21Figure 25: Discharge library's item 22Figure 25: Discharge library's item 22Figure 24: Check out library's item 21Figure 25: Discharge library's item 22Figure 25: Discharge library's item 25: Discharge library's item 25: Discharge library's item 25: Discharge library's item 25: Discharge libr 26: Hold library's item 22Figure 27: System offline 23Figure 32: Carrel room 24Figure 32: Carrel room 24Figure 32: Carrel room 24Figure 32: Carrel room 24Figure 33: Example of library signage 25Figure 34: Example of library signage 25Figure 35: Select type of item 26Figure 36: Upload file 27Figure 37: Insert metadata 27Figure 38: Select subject of item 28Figure 40: Personal letter 29Figure 42: Uploaded conference paper 29Figure 42: Veloaded conference paper 29Figure 43: Preserving 29Figure 44: Searching article in Scopus 30Figure 45: Web of science 30Figure 46: Weight 31 viINDUSTRIAL TRAINING REPORT [UM LIBRARY]Figure 47: Book Compress 31Figure 52: Process of hard cover 32Figure 53: Glue 31Figure 53: Glue 31Figure 55: Book after repair 33Figure 55: Clean up microfilm 34Figure 55: Book after repair 33Figure 55: Book after repair 34Figure 55: Book a 34Figure 59: Example of damage microfilm 35Figure 60: Information skill class 36Figure 61: Insert bibliographic information 36Figure 62: Example of information 36Figure 63: Shelving schedule 40Figure 63: Trainee at library's counter 39Figure 64: Trainee at library's counter 39Figure 64: Trainee at library's counter 39Figure 65: Shelving schedule 40Figure 65: Shelving sc exercise given 41Figure 68: Request of law case 43Figure 69: Law case found by trainee 43Figure 70: Instruction to update loose leaf collection 44Figure 71: The process of updating loose leaf 45 viiINDUSTRIAL TRAINING REPORT [UM LIBRARY]Figure 72: Arrange the materials 46Figure 73: Print information for the book 45Figure 74: Cataloging activity 46Figure 75: Journal for indexing 46Figure 77: Tools for amendments 48Figure 78: Amendments 48Figure Joint activity at library open day 52Figure 84: Group photo 52Figure 85: Library orientation 53Figure 86: Briefing by Mrs. Ms. Pauziaahwas assigned the trainees to help in weeding project at Economy Library which islocated at Za'ba Memorial Library. It is very interesting because the collection have high historicalvalue.SUGGESTIONS TO THIS DIVISIONThe library can hire part time, students or volunteers to help in digitizing thecollection and uploading in UM Memory. After five decades, the library has a total collection of more than a millions in all libraries. The new library users, it is difficult to search library materials. Sometimes, library also search at British Library which is and also library's visitors pass. Bindery unit can be said an importantunit to maintain the collection and make it last longer. The process is similar with Main Library which is check out, discharge, and renew the item. Thus, a simpleguide to use Online Public Access Catalog (OPAC) may help the users locate thematerials. 49Figure 79: Library staff brief about CoLa space about Kindle collectionIMPACTS TO TRAINEE The trainee has learnt on how to capture visitors' attention to listen towards briefing given by the staffs. Then the manuscript was been placed into acid-free boxes. The objective of this session is to createeffective search strategies for locating and using library resources. TASK DONE BY THE TRAINEES The trainees joint information skill class conducted by Mrs. The users have to pay RM 5 per page for scanning and then the been selected by trainee is University of Malaya Library. Generally, this report contains 4chapter 2 are regarding the organization. Thus, the interior design of library can buy the new ones to increase the productivity of this unit. The trainee has also applied most of knowledge gained during diplomaand degree that is taught by the lecturer. The trainee has also applied most of knowledge gained during diplomaand degree that is taught by the lecturer. this corner. Photocopy the amending act. Before this, the trainee did notget any chances to use the reference service at the library. Specialproject also can be one of token appreciation for accepting the trainee to do industrialtraining at the organization.1. Weeding project According to National Library of New Zealand (2014), weeding is a process ofremoving library collections which is no longer meet the library's criteria, poorcondition with no historical value and does not being used by the users. 21 Figure 25: Discharge library's item o Hold library items: The trainee search the items and reserve the it journals such as Singapore Academy of Law Journal, The Malayan Law Journal and Syariah Law Journals. 2015)Updating loose leaf and government gazette are special collection placed at second floorof the library. There is a lot ofknowledge, skills and experience gained as been mentioned in earlier point. Figure 41 shows trainee conducted this activity. Below is the step to upload conference paper into E-Print database:1. The most interesting at Library open day was book giveaway and gameswhich is "test your shelving system is offline due to connection problems. It means that the trainee focus on urgent and important tasks rather than those that are less important. In addition, during five months at UM Library, the trainee learnt to control of self-emotion. The KingEdward VII College of Medicine was founded in 1905 whereas the Raffles College was founded in 1905 whereas the Raffles College was founded in 1905 whereas the Raffles College of Medicine was founded in 1905 whereas the Raffles College of Medicine was founded in 1905 whereas the Raffles College was founde at Main LibraryDATE DIVISION / UNIT OFFICER03/08/15 - 07/08/15 Client Services Division Y.Bhg. The traineefelt sad to end the precious moment of learning at UM Library. 714.3 Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Control Self- of self- esteem Profess- emotion ionalismIndustrial training is a medium for traineefelt sad to end the precious moment of learning at UM Library. 714.3 Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Control Self- of self- esteem Profess- emotion ionalismIndustrial training is a medium for traineefelt sad to end the precious moment of learning at UM Library. 714.3 Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson
learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment work Lesson learnt Punctu- Time ality manage Team -ment wo being exposed to real nature of work. I want to thank him for giving me the opportunity to follow my internship at his company. In addition, mirror in the lift can make small liftlooks larger. This guide was been place near the computers at ground floor. 75Figure115: Exhibition about Tan Sri Professor Ahmad Ibrahim Figure 116: Theme exhibition at IIUM LibraryFurthermore, Law Library is it is a best if the library's staffs can help users to search the materials. The trainee's point of view about Law Library is it is a best place to learn about newdivision of knowledge. 720ther than that, the trainee has learnt about time management between tasks given andtraining report. 2015) on 8th October 2015, the trainee went to visit Perpustakaan Awam Selangor (PPAS) and UiTM'sCampus Puncak Perdana. Meanwhile, on 15th October 2015, the trainee went to visit Perpustakaan Awam Selangor (PPAS) and UiTM'sCampus Puncak Perdana. Meanwhile, on 15th October 2015, the trainee went to visit Perpustakaan Awam Selangor (PPAS) and UiTM'sCampus Puncak Perdana. Meanwhile, on 15th October 2015, the trainee went to visit Perpustakaan Awam Selangor (PPAS) and UiTM'sCampus Puncak Perdana. Meanwhile, on 15th October 2015, the trainee went to visit Perpustakaan Awam Selangor (PPAS) and UiTM'sCampus Puncak Perdana. Meanwhile, on 15th October 2015, the trainee went to visit Perpustakaan Awam Selangor (PPAS) and UiTM'sCampus Puncak Perdana. Meanwhile, on 15th October 2015, the trainee went to visit Perpustakaan Awam Selangor (PPAS) and UiTM'sCampus Puncak Perdana Perpustakaan NegaraMalaysia, Bernama Library and International Islamic University MalaysiaLibrary (IIUM). There has varieties of lesson learnt by the trainee be more punctual compare when trainee is at thefaculty. 77Figure 119: Television areaIn addition, Law Library has accommodation for people with special needs. 557. In trainee's opinion, the library can do digitization for old collection thus it can be long lasting and share to usersthrough library is located between the Gaharu and Kenanga Lecture Theatres on the 1st Floor of the Pre-Clinical Block, Faculty of Medicine. Trainee got knowledge about law collection available in the library. 2015)The trainee gained skill of preserve microfilm by cleaning it using rewinder machine. Besides that, one of requirement of industrial training is the trainee has to produce orconduct special project that give benefit to the library. Laws in Malaysia is "growing" which frequently has amendments. Therefore, the trainee does not find anyweakness at this unit. The bulletin consists of 20 pages full with information and pictures shows activities done by the trainees. After that, the nextyear (1960) there was a big decision have made. Hikmah, Ms. Rosnani Updates of Laws, Acts, Legislation, & Ms. Halifah Enactments 38a) Circulation service (Date: 7-11 Sept. My sincere gratitude: To Almighty God who granted me health and long life, without which I could not have finished this internship; Mr.Karthigesu, who is the Factory Manager of Esquel Paper Product. During training, the trainee got two days or one day tolearn basic activities perform at several units at Main Library and Memorial Za'baLibrary. Insert metadata of the document. The trainee also took an initiative to learn about acquisition process even though the library has not conduct this activity at the end of year. However, it is best if library assistant has got the currentknowledge about RDA and check the availability of item in the system before input thenew record.f) Special collection unit (Date: 12 Oct. Appendix 3 shows the exercise done by the trainee.Figure 67: Search answer of exercise given 41EVALUATION FOR THIS ACTIVITYIts worthy since the trainee got opportunity to learn from the Head of Law Library. This library is a growing organism that frequently upgrade their facilities and services (Five Laws of Library Science, n.d.). The aimed of meeting was the publisher wants to get information about e-booksubscribe by law library. Figure 87: Meeting with Figure 88: Meeting room at book publisher Law LibraryIMPACT TO TRAINEE Trainee got experience to joint meeting with people from online database. 40b) Understanding legal sources (Date: 14-18 Sept. This activity would help the trainee to understand thelaw collection and available to search and answer the exercises given to the trainee. SUGGESTIONS FOR THIS ACTIVITYIR the trainee's opinion, the exercises given to the trainee can be updated because a fewof the questions are not found such as the date of law comes into force. Other than that, the library staffs cansearch informative videos that is related to field of law to be play at this area. In addition, the trainee has aware that the approaches used during library's orientation is different to make it suitable with the target group. The collections comprise of textbooks, monographs, journals, thesis and conference papers in medical and health sciences. Sabariah. Shamsiah. 76Figure 117: Law Library (IMA 453) and InformationLiteracy (IMA 557), the trainee would like to recommend UM Library should conductmore activities to increase the usage of library's users and in the same time it can increase the usage of library should conduct is information. One of programs that the library should conduct is information literacy. usage of librarycollection.d) Special collection (Date: 28-2 Oct. It is includes activities at Main Library, Za'ba Memorial Library and TanSri Professor Ahmad Law Library.1. Library orientation (Date: 5th Aug. Currently, they have added these information in thewebsite to cater users need. Deposit item to save in the database then it will be reviewed by librarian. It is essential to have this information indirectly to spread information indirectly to the users. The trainee able to apply knowledge about Multimedia Software that has learnt during diploma. It is most precious experience in my life. Last but not least, thank you to my friends and other practical members for the ideas andadvise that they have given to me. Therefore, the trainee has applied digitization process at theworking nature from the theories learnt at the faculty. xivINDUSTRIAL TRAINING REPORT [UM LIBRARY]ReferencesBowes, B. Koh Ai Peng explained about this division and its function to all the trainees. For instance, weeding project require trainee to have teamwork skill inorder to divide the tasks given. SabariahIMPACTS TO TRAINEE Trainee also has learnt on how to conduct a short and brief orientation for new students 535. It is clear stated and in good condition Thus, the trainee can learn about itduring industrial training. They helped me a lot in completing the industrial report, and without their help and advice, I could not able to do the industrial training report well. Thank you. Sincerely,... .(Fara Roslinda Binti Salleh) iiiINDUSTRIAL TRAINING REPORT [UM LIBRARY]TABLE OF CONTENT TITLE PAGEDECLARATION iABSTRACT iiACKNOWLEDGEMENT iiiLIST OF FIGURES vLIST OF TABLES xLIST OF ABBREVIATION xiii 1 1.0 Background of the organization 2-5 1.1 University of Malaya Library 6-10CHAPTER 2: ORGANIZATION INFORMATION 11 2.0 Tan Sri Professor Ahmad Ibrahim Law 18 Library & Za'ba Memorial Library 20 3.2 Training activities at Tan Sri Professor Ahmad Ibrahim Law 38 Library 49 3.3 Extra Activities 60 3.4 Special project 60 62 1. Moreover, at microformunit, the trainee also applied knowledge gained from subject of Foundation of Archives (IMD 302) which is about preserve and conserve archival materials. Cut the buckram 8. For instance, library literacycan be conducted for users to manage information searching to avoid information explosion. However, in trainee's observation, there has free section at the exhibition produced by government departments. 24SUGGESTIONS TO THIS UNITThe library may add signage to show where visitor's pass. Recently, there is no proper signage for guiding the visitors Thus, the trainee spend almost an hour every day to do shelving for this collection. Acquisition is done through purchase, subscription and gift and exchangearrangements.c) Cataloguing unit is located at third floor which provide access to scholarly materials. This division responsible to organize, describe, and provide effective and accurate tools that assist users in locating information resources. Intrainee's opinion, updating this collection need high patient and full commitment. Moreover, the trainee has applied from the Computerized Cataloging (IML 655) subject which is useMARC 21 format in order to input cataloging data into Sirsi Dynix System. For this industrialtraining, students will be grade through the assessment that comes from report of organization itself, industrial training report is to gather all the data gained andreorganized it to be as new information for readers. In contrast, Law Library has enough facilities to cope withusers' need. Thus, one of the main duties at thisdivision is to handle and manage statistics of UM''s publication. TASK DONE BY THE TRAINEES Mrs. In the same time, the trainee have to convert AACR format to RDA format where
is needed. Under UM Library, there has a Main library that provide library facilities to whole campus and a network of branch and special libraries that meet the specific and special needs of some faculties. Figure 4: UM Librarya) Main Librarylt is located at the middle of university campus which has four storey building with afloor space of 17, 372 square meters. Relationships & Family, Etiquette A Man Is Punctual: The Importance of Being on Time. Mrs.Lisdar (head of Law Library) has gave a trust to the trainee to implement the suggested projects at the library. The students are compulsory to pass this course to fulfill their degree requirements. Make photocopy of 3. Bachelor of Information Science (Hons) Library Management - IM244. The trainee also gain various skills thatwould help in future carrier such as communication skill, teamworks and publicrelations through the taks given. Sabariah asked me to join information skill session for postgraduate students. The trainee also participate in weeding project underUM Library to remove books from their collection. Lastly, this industrial training has achieve itsobjectives. This method is reliable because users can stillretrieve and look back at the notes even when users is at home or other place withinternet connection. 2015)In order to understanding law collection, the trained needs to do exercise regarding legalsources. First of all, I feel thankful to the Almighty for theblessing given to me to complete this industrial Training) lecturer Mr. MohdZaihan Bin Hussin who had helped me a lot in completing this report. This service similar as document delivery service. Figure 42 shows trainee conducted this activity. Check and make sure 7. The trainee has done training activities at two different libraries under UM Library. Figure 66: Learn legal sources Then, the trainee has done training activities at two different libraries under UM Library. trainee copewith working environment.4.2 Personal thought The training end quickly. Users may borrow this collection 7INDUSTRIAL TRAINING REPORT [UM LIBRARY] Table 4: Library services Library services Request to search for missing items Library materials are seldom misplaced or appear to be missing. Besides that, mirror in small lift is suitable for people with wheelchair tosee what's on the back before exit the lift. Other than that, Law Library is branchlibrary with specialized collection about field of law. It is responsible for digital collection. In order to be updated with the current need, the library need to select inactivematerials with no historical value to be remove from the collection. and the semesterbreak. Students are required to choose any information agencies for industrial training's placement whether it is paid or unpaid. 2015) This unit is located at lower ground, Main Library's item: Theorem Warketing Group. Sabariah gave a short briefing to new students. Figure 24: Check out library's item: Theorem Warketing Group. trainee need to scan bar code of the item returned by the users. However, the library canadd more service under this library for example, invite students or publishers of online database to do seminar or open booth at the library. It is original andis the result of student own work, with the help of organization, lecturer and other the references. The trainee has to inputbibliographic information of theses collection. All the textbooks recommended by the lecturers will be put at this area. Thetraining is a part of academic subject, IMC 609 that requires final year students toundergo training is a part of academic subject. the users. Thisactivity held at ground floor.TASK DONE BY THE TRAINEE The trainee was assigned to sit at the library's counter. Reference service is also offer through email. Dissertations, Pendeta Collaborative terminals and study Learning Area area. There has signage of basic information, awareness and rules. Cut the Mul-cloth 6. Trainee also got knowledge about E-books published by Lexis Nexis. Malay Studies Library vii. This library orientation held for secondary students from Pandamaran, Klang. ii. The trainee have to ensure the height of collection is 2 cm for one book. Loose leaf are legal sources for users which contains information relation held for secondary students from Pandamaran, Klang. 274. Library Skill Class (Date: 2nd Oct. I amfeeling lucky to get their guidance, knowledge sharing and encouragement throughoutthese five months. The trainees took almost two months to clear allthe collection. TASK DONE BY THE TRAINEES Checking status of collection. TASK DONE BY THE TRAINEES Checking status of collection. learnt about digitization at the faculty from subject of Digital Library (IML 651) and also subject of Digitization of Records and Archives (IMR 606). In hopes, upcoming trainee can learn more about this collection and being placed more than a week. The trainees have learnt to upload conference paper which is presented by UM's staffs and publish in UM Repository. Faculty of information management has come out with good courseoutline that is useful for working environment. Then, they can suggest for improvements or giving opinionregarding their work. Lecturer of thissubject has taught the trainee a lot of Adobe Software skill which is very beneficial inindustrial training. In contrast, the trainee has got additional knowledge at Law Library. There is also a carrel for students with sight impaired. Figure 19: Carrels Photocopying services operated by commercial vendors are provided. For the library has build up trainee's self-esteem. Figure 27 shows the card used for this service. 9INDUSTRIAL TRAINING REPORT [UM LIBRARY]b) Special libraries unit is located at Main Library scollection. The objectives of this library visit is to introduce various types of libraries available inMalaysia to the trainees from Universities Islam Negeri Jogjakarta who also doing theirpractical at UM Library. IMPACT TO TRAINEE The trainee got opportunity to visit IIUM Library and Bernama Library for the first time. Figure below shows some of library for the first time. 2015)This unit is located at Za'ba Memorial Library. Thelibrarians need to have patient and teaching skill in order to perform information skillsession for undergraduates at Main Library. It can be done by invitingspeaker or instructor from online database itself to instruct users to use databaseeffectively. This is because MARC record of everyitems can be view through Pendeta Discovery. As a token of appreciation to the library and be a remark that the trainee have done their internship at UM Library. 2015)This division is under Datin Komodhi Thaiveegan. Besides that student alsolearn to improve communication skills, learn to be more discipline and punctual. Then, within 1-2 days after the item has been found, the library will contact the users. Otherthan that, indexing Malaysiana journal articles is an added skill for the traineebecause it is more specialized compared on what have learnt at the faculty. There has various knowledge has being applied during industrial training. At the same time, it will create harmonizeenvironment in workplace. The trainee has also gained self-esteem skill during training at UM Library. There have briefing from online database to teach the students on how to searchinformation includes laws of Malaysia and law case. The understanding, encouragement and continuous support from his throughout the duration of fulfilling this assignment are most appreciated. Besides that, I am also wish to thank all UM Library's staffs who have directly or indirectly taught and give opinion for me to conduct special project at the library. Sept. Therefore, it is essential to gain back the money from services offered. TASK DONE BY THE TRAINEE The trainee has create abulletin for the library. The room for reference librarian is also strategic which is located opposite to the library counter. Other than that, CCTV can also use to monitor staffs' movement which it can make productivity of staffs increasing. Lisdar have choose this design to be used: Figure 102: Chosen design 593.4 Special project san initiative and idea from the trainee to be implement at the library. Usually, the idea comession 593.4 Special project is an initiative and idea from the trainee to be implement at the library. Usually, the idea comession 593.4 Special project is an initiative and idea from the trainee to be implement at the library. from problem or situation happen in the library itself. Otherwise, the idea can be from theories learnt from lecturers at the faculty. This is because users always asked at the counter whether the carrel room can be booked or not. Recieved government 2. Sew at side of book 3. The trainee got an extra knowledge to learn during industrial training.Updating laws collection is not an easy work. Mostly thesubject of books for giveaway is literature. It help thetrainee to communication precisely accordance to target group. At the faculty, thetrainee is always wear casual and only wear formal attire during presentation or specialoccasion. In the same time, the library's team will closed with their users and canprovide services that meet users need. In a day, trainee needs to complete the task given and make notes regarding the tasks. Datin Komodhi Thaiveegan24/08/15 -25/08/15 Archival Unit at Za'ba Memorial Mr. Mohd Faizal Hamzah Library 26/08/15 Academic Services Unit Mrs. On the other hand, it is also contains suggestions and recommendations at chapter 4. The trainee easier to understand the job given. The collection has been accumulate monthly. If the users have been searching unsuccessfully for an item indicated as "STACK" in Pendeta WebPAC for several times, the users are suggested to use this service. Currently, UM has reached 21NDUSTRIAL TRAINING REPORT [UM LIBRARY]ranked 146th by QS Intelligent Unities, the users are suggested to use this service. (Chapman, 2015). This collection canbe seen at Main
Library and also the branches libraries: i. Training schedule has been prepared by the head oflibrary for the trainee to learn important task at law library. Meanwhile, law library has subscribe to government gazette collection from Permodalan Nasional Berhad (PNB). Thus, the trainee responsible to help library staffs to perform circulation activities. It is good for students who has none of working experience to learn about Tan Sri Professor Ahmad Ibrahim through this exhibition. In addition, the library also has upgrade their facilities in the library that looks more trending and stylish. Besides that, trainee has gainadded knowledge about law collection since therehas various collection since therehas various collection, Journals, Law Reports, etc. Lisdar checking the answers and trainee do correction where in may need. TASK DONE BY THE TRAINEE The trainee has learnt about primary and secondary sources of legal sources by reading on the notes given. Meanwhile, Mr. Habik and Mr. Suhaimi from this this division was assigned to be the supervisor for all trainees. For a University of Malaya must inevitably realise that it is a university for Malaya.". University of Malaya is actively growth during their first decade of the establishment. As the result, there have two autonomous division on 15th January 1959 where one islocated in Singapore and another one is located at Kuala Lumpur. For instance, knowledge about cataloging isimportant to perform cataloging at the library with minimal supervision. For instance, the library can do informed users about top lawyers inMalaysia, current issues in Malaysia, current issues in Malaysia, latest information about law field and others at the book was put at the right side. Figure 70: Instruction to update loose leaf collection 44 Figure 71: The process of updating loose leaf The trainee also learnt to update government publications. This video can be held twice a year to change users' perception toward library. Figure 59: Example of damage microfilm 35f) Information skill unit (Date: 29-30. Thus, even though there has a new staffs to do amendments, he or she may need less supervision and can depend on standard to do this task. 3.3 Extra Activities This part comprise of extra activities which is additional or special task for the trainee atUM Library. On 18 June 1999, the Law Library was named as Tan SriProfessor Ahmad Ibrahim Law Library (Perpustakaan Undang-Undang Tan Sri ProfesorAhmad Ibrahim) in appreciation of his contributions to the Faculty of Law and the LawLibrary University of Malaya. Since its inception in 1959, the main library began acquiring legal materials and thesewere incorporated into the general collection together with texts of the other disciplines. However, with the setting up of the Faculty of Law in 1972, which happens to be thefirst law school in the country, the legal resources were shifted to the newly erected LawLibrary situated adjacent to the Law School. Figure 113: Emergency planIn addition, Law Library has good floor directory at every level located in front of thelift. They have divided the staff into two groups which is one group handle library counter and another grouphandle shelving at the stack. Built Environment Library ii. Figure 39 shows personal letter from Za'ba collection. The person who sit at the counter willbe change every an hour. Weeding is something new to the trainees. Figure 26: Hold library's visitors. Chapter 1 consist of background of the organization, chapter 2 consist of background of the organization, chapter 2 consist of background of the organization. unit is also capable to maintain thescanner such as a case that a user has lost hisvaluable items inside the library. The Library was named as the T.J. Danaraj Medical Library on 5 May 2005 in memory of Tan Sri Datuk Emeritus Professor T.J. Danaraj who was the first dean and responsible for the setting up of the Faculty of Medicine and University Hospital (now known as University Hospital (now known as University Hospital (now known as University of Medicine and University Hospital (now known as University Hospital (now example, students have learnt on library skill, librarymanagement and planning in the class which they can implement it to the training'splace. In contrast, chapter 4 will be discussing the lesson learnt by the studentsthroughout all activities that have been done. users to use database in effective ways. Figure 28: Card for locating materials. The trainees also do shelving for red spot collection at level 2 and 3. This unit isresponsible for conducting class for students to help them in research and bibliographycitation. The trainees also applied the skill that mentioned in article by University of Kent Careers and Employability Service, (n.d.) which is prioritising in listmaking. Thus, other library assistant to input the bibliographic information for new itemreceived by the library. The trainee also gained skill of updating Laws of Malaysia at Law library. 3INDUSTRIAL TRAINING REPORT [UM LIBRARY]d) Map of University of Malaya Figure 2: Map of UM 4Organization structure of University of MalayaDeputy Vice Deputy Vice 3: Top 5INDUSTRIAL TRAINING REPORT [UM LIBRARY]Vice Registrar Bursar ChiefChancellor Librarian Director of UM Medical Centerp Management5INDUSTRIAL TRAINING REPORT [UM LIBRARY]1.1University of Malaya Library The University of Malaya Library (UM LIBRARY]1.1University of Malaya Library The University of Malaya Library The University of Malaya Library The University of Malaya Library (UM LIBRARY]1.1University of Malaya Library The University of Malaya Library The University of Malaya Library The University of Malaya Library (UM LIBRARY]1.1University of Malaya Library The University of Malay division which is located at Kuala Lumpur. It is not easy to get a free training from well-establishedorganization. Located at the 1st Floor, it consists of court cases on various jurisdictions, namely India, Pakistan, Australia, United Kingdom and United States. Figure 14: Commonwealth & Non-Commonwealth Reports Collection Located at Ground Floor, it consists of court cases on various jurisdictions, namely India, Pakistan, Australia, United Kingdom and United States. there are up to 300 titles that can be used by the students with sight impaired. Figure 15: Braille Collection Libraries subscribe to databases in various fields including electronic journals, electronic books and citation index. believe will forever shape and influence my professional life while fostering personal growth and development. My internship would not have been possible without the contribution and collaboration of others. The collection need to be catalog in thesystem before being shelving and available to the users. Other than that, there have a leisure space at ground floor which have a Plasmatelevision. The users will be notify through phone or email. The trainee to learn more at this unit such as how to conduct library survey. It is a smalldivision which is just five staffs working there. SUGGESTIONS TO THIS UNITThe trainee has seat at this unit for just one day. At cataloging unit, the trainee was assigned to do indexing of 67 Malaysiana journal articles. At the evening or free time, the trainee about the trainee about the trainee was assigned to do indexing of 67 Malaysiana journal articles. At the evening or free time, the trainee about the trainee about the trainee was assigned to do indexing of 67 Malaysiana journal articles. At the evening or free time, the trainee about the trainee was assigned to do indexing of 67 Malaysiana journal articles. has come out with a poster and library guide for the library. This special project derived from the subject learnt at the faculty which is Promotion ofInformation searching skill learnt at the faculty is helpful for the trainee to perform reference and academic service activities. Potential readers are from students of Faculty of Information Management who want to search for information regardinglibraries or agencies that have been explored by alumni of their faculty. City Campus Library iv. This industrial training report has not been submitted to any other qualification. Za'ba Memorial Library Perpustakaan Peringatan Za'ba (Za'ba Memorial Library) or popularly known as PPZ contains unpublished and published and published and published and published materials on Malaysiana. There has in form of theory. Interlibrary Loan, Document Delivery, and a ramp for wheelchair at outside of the library and a ramp for wheelchair at outside of the library. User's Registration and renewed membership (internal user, external user), are services under this division. Other than that, the library to upgrade the library to upgrade the library to upgrade the bookshelves used in Law Library. Nevertheless, trainee would like to suggest for the library to upgrade the bookshelves used in Law Library. (2012), a quotes from Horatio said that "I have always been a quarter of an hour before my time, and it has made a man of me". This specialized library makes the trainee being exposed to legal collection and reference materials under this library. Cut the paper and pasteall amending section have to section to amend insert and follow the format Figure 76: Process of update amendments of lawFigure 77: Tools for amendments Figure 78: Amendments 48EVALUATION FOR THIS ACTIVITYThis activity require full concentration and understanding in order of a quality works. This unit is under Mr. Faizal Hamzah.TASK DONE BY THE TRAINEES The library staffs conduct a library for the trainees. Information Skill Session (Date: 8th Sept. There have enough emergency equipements around library and still in a best condition. Retrieved from programmes/diploma/31-diploma-information-management-im110#course- outlineFive Laws of Library Science. Cut the headband7. Thetrainee has made several design for the library to inform their users about the extendedlibrary operation hours during
examination weeks. It is also relate to self-confident. Every library has their own specialty, with interesting taskand function. I also thank her for his guidance which was a remarkable force that enabled me during my internship by giving me feedback and tips on how to handle and approach situations. To the rest of the Esquel staff for their support and guidance which helped me to overcome the challenges I faced during the past 20 weeks in EsqueI; Then, I would like to thank to my lecturer, Madam Afni Ahmad Faizal who is the person in charge for Internship; I am also thankful to and fortunate enough to get constant encouragement, support and guidance from all the lecturers of Politeknik Balik Pulau who helped me to successfully complete my Internship;Last but not least, special thanks to all my friends for sharing their experiences, time and commitment especially during finishing this internship program. From trainee's observation, Law Library also has braille collection for blind people. Figure 65: Shelving scheduleSUGGESTIONS FOR THIS UNITThe trainees has found that the library also has 5 computer labs as well ascomputers facilities at every floor. Aug. Thus, the second objective ofindustrial training is adding marketability for the students to apply for a job. Currently, industrial training would give added value for the students in jobs application. Other than that, students are able to apply the knowledge gained in the class to theworking environment. The more positiveattitude, the more self-confidence will grow. It is includes the main job which is creating statistics of ISI and Scopus. In order to perform this requirement, subjects of human communication in information agencies (IMD 151) and BEL subject help the trainee to sharpen soft skill learnt at the faculty. It is responsible to preserve and conserve library collection. Figure 30 shows trainee do shelving at the library. Retrieved from universiti-awam-terusmeningkat-1.106089 xvINDUSTRIAL TRAINING REPORT [UM LIBRARY]APPENDICES xvINDUSTRIAL TRAINING REPORT [UM LIBRARY]1.0 Background of the organizationA UiTM's student named, Fara Roslinda Bt Salleh have choose the Malaysia's oldestuniversity that are located at southwest of Kuala Lumpur as the place of industrialtraining. 2015)Mrs. Next, the library can show library's policy of usingcarrel room at notice board, publish in social media or put at the library counterto inform the users. Sabariah invited me to join meeting with Lexis Nexis (Book Publisher) to discussabout E-Book, the new product of Lexis. Library is responsible to update laws forstudents and users to refer current laws. Ratnawati Sari is responsible to supervise the trainees for two days. The trainee learnt tocontrol the emotion with always smile and keep positive mind. Nowadays, academic libraries in Malaysia hasconduct many interesting exhibitions and programs to attract users to come to thelibrary. The librarian calculated the charge for photocopy the cases and inform the user about it. Before this, library's operation hoursof all library's operatio example, when suggestions to make a special project for the library hasbeen rejected due to certain reasons. 43SUGGESTIONS FOR THIS ACTIVITYReference service offered by law library is a great initiative. This university has been ranked as world top 150 universities that definitelyhave many things can be learnt (Utusan Online). The trainee also learnt how librarian conduct information class for the students. Even though library isnon-profit organization, but the services conducted for users required some budget. The process of making this bulletin is continuously until end of internship.OBJECTIVES OF INTERNSHIP BULLETIN: Act as medium to inform people about activities and task done by practical students at branch libraries. b) Acquisition DivisionAcquisition DivisionAcquisition of librarymaterials in the form of books, serials (printed and electronic), non-book materials(audio/video tapes, microforms, CD-ROM etc.) and newspapers (local and international). It is especially rich in the areas of Malay language, literature and culture. The trainee managed to input subject for 49 articles. Sabariah Basir14/09/15 - 18/09/15 Understanding Legal Sources Mrs. Besidesthat, library can buy CD rack for place the CD of thesis collection and it can make the collection and it can m staff to search requested material. Any form of publishing, copying and so forth is prohibited and requires the consent of Information Science (Hons.) Library and Faculty Information Management : Faculty of Information ManagementTitle : Industrial Training ReportSignature : ..Date : 11th January 2016 iINDUSTRIAL TRAINING REPORT [UM LIBRARY]ABSTRACTThis industrial training report consists of 4 chapters and that are introduction, organization of information, industrial training activities and conclusion. The trainee always tried to arrive at thelibrary at least 30 minitues earlier so that, the trainee have time to go to breakfast and prepare mind and physical before starting working. This is lesson learnt by traineeduring the training. The trainee has pent almost two months to help the library to remove the collection. To conclude all about experience gained by the trainee, a minute at UM Library is aprecious time to learn. Retrieved from ranganathans-five-laws-of-library-science/Mind tools editorial team. training which is students are able to apply the knowledge gained in the class to the workingenvironment. Library is not just a place to read thebooks, it is also a place to read thebooks, it is also a place to read thebooks, it is also a place to read thebooks and event details. Self-service printing facility is also available on the Ground Floor and maintained by private companies.. Figure 21: Photocopying & Printing 152.1 Departmental Structure Vice Cansellor Chief Librarian Deputy Chief Librarian Librarian Deputy Chief Librarian Librarian Librarian Librarian Librarian Librarian Librarian Deputy Chief Librarian Deputy Chief Librarian Librarian Librarian Deputy Chief Librarian Librarian Librarian Librarian Librarian Librarian Librarian Librarian Deputy Chief Librarian Librarian Librarian Deputy Chief Librarian Serial/MicrTechnology unit unit unit tit unit tit unit tit unit tit and the Librar Deput Chie Librar Technology unit unit Unit Serial & Monograph Librarian (S44) Library Clerk Assistant(S22 & S17) Figure 23: Organizatio 17INDUSTRIAL TRAINING REPORT [UM LIBRARY]efrianty of efriant Lawary Circulation & Reference Librarian (S44) Library 72.2 Function of department The trainee has been explained orally by the library staffs about the function of everydepartment. Trainee able to search law reports and case in the database. The trainees assigned to input bibliographic information 36EVALUATION ABOUT THIS UNITThis unit is essential to help students to fully used library collection and services. Managing Your Emotions at Work. 42 The trainee help the librarian to search for the law cases and gave it to the librarian. During the studyat faculty, the trainee learnt that "Literacy is the key to education and knowledge and tothe use of library and information services" (IFLA Guidelines for Public Libraries, August 2000). Once we have the confident inconducting something, we are able to gain self-esteeem that will make the life easier.Last but not least, trainee gained teamwork skill through special project done duringthis training. In addition, the trainee also got new friends that are practical students from Indonesia and share knowledge about library field and others.Figure 91: Visit Figure 92: Visit Figure 92: Visit Figure 91: Visit Figure 92: Vis 93: Visit PTAR PPAS PTAR1 PP 56 Figure 94: Visit Figure 95: Visit IIUM Figure 96: Visit PNMBernama Library Library 8. It willalso include special project that the student have done which give an impact to theorganization. Thus, teamwork and responsibility areconnected value gained by the trainee during five months of industrial training 4.4 Limitations and RecommendationsUM Library is a good library by DR. Malaysiana textbooks was rapidly referred by the users. This bulletin is collaboration with two students who was dotheir internship at branch libraries of UM Library. The collection of PPZ consists of monograph, conference paper, Malaysiana Serials and official publications, manuscripts and personal collection donated from the prominent individuals or scholars, such as the late Tan Sri Zainal Abidin bin Ahmad in the areas of Malay studies, including his personal letters (Za'ba Collection). It is on-going process and currentlythere have four staffs in charge for amendments of laws. The library core function is tosupport the learning, teaching and research needs of undergraduate, postgraduatestudents, academic staff and researchers of the respective faculty. East Asian Studies Library 10INDUSTRIAL TRAINING REPORT [UM LIBRARY]CHAPTER 2: ORGANIZATION INFORMATION 11INDUSTRIAL TRAINING REPORT [UM LIBRARY]2.0 Tan Sri Professor Ahmad Ibrahim Law Library Fara Roslinda Bt Salleh as an industrial training's student (after this will be refer as "Law Library") starting's student (after this will be refer as "Law Library") starting's student (after this will be refer as "Law Library") starting at Tan SriProfessor Ahmad Ibrahim Law Library (after this will be refer as "Law Library") starting at Tan SriProfessor Ahmad Ibrahim Law Library (after this will be refer as "Law Library") starting at Tan SriProfessor Ahmad Ibrahim Law Library (after this will be refer as "Law Library") starting at Tan SriProfessor Ahmad Ibrahim Law Library (after this will be refer as "Law Library") starting at Tan SriProfessor Ahmad Ibrahim Law Library (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after
this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Library") starting (after this will be refer as "Law Lib September 2015 until December 2015. According to Lim (2013), Faculty of Law at University of Malaya was established on 21st April 1972 begin with initial intake of 51 students. Other than that, Law Library has good management in term of emergency plan. Then, the trainee went forlibrary tour conducted by Mr. Arif. Chinese Manuscript (Date: 11th - 13th Nov. Dentistry Library viii. The services provided to circulation of collection. This is because the libraryhas provided a service to search for materials that they has not found. Koh Ai Peng27/08/15 - 28/08/15 Bindery Unit Mr. Safri Alias3/09/15 - 4/09/15 Information Skills Unit Mrs. Figure

8: Information Skill Class 8INDUSTRIAL TRAINING REPORT [UM LIBRARY] a) Branch libraries UM Library branches are library for specific need which are targeted to special group of users. 579. He went to present his paper and guided the otherlibrarians to publish paper internationally. Figure 98: Mr. Faizal presented Figure 99: Ms. Sutarmi presented his paper her experienceIMPACT TO TRAINEE Trainee got experience to listen to knowledge sharing among the librarian. The figure below shows that law cases requested by the users. This industrial training provides pre-professional work experience for the students. interior/exterior design with currenttrends. Therefore, this activity maygive the idea to the trainee about the real process of reference service. 2015)Special collection unit is responsible for updating laws of Malaysia includes enactments and Federal Subsidiary Legislation [P.U (A)]. This unit is quite manageablesince the staff need to be multitasking because the librarians need to prepare the lecturenotes, exercises and helping students in their research and assignments. SUGGESTIONS TO THIS UNITThis unit can conduct information literacy class for their users. Thus, the library staff have equal knowledge about references and helping students in their research and assignments. computers around the library. Figure 40 shows scanner used at this library. Internship Bulletin 65 3. The staff at this division is mostly men because of therehave rough work such as shelving (require to climb for stack the items) and guide me through my internship with advice and feedback despite his busy schedule; IT Officer, Mdm Catherine Cheah for her technical support and constant supervision which contributed immensely to my personal development. Library Open Day (Date: 29. Figure 112: Collaborative Learning Area 690ther than that, the trainee felt lucky because the library gave opportunity to the traineeto learn about library's activities at Main Library and also Law Library has open the membership to UM alumni and staff from legal firm. Figure 64: Trainee at library's counter Figure 64: Trainee at library' to Industrial training handbook (2015), the students have to work under supervision of experienced information professional. It is a great opportunity since the trainee can learn how Law Library welcomed the new students and invited them to come to the library. S. They have follow the currentstandards and has support copy cataloging. Mr. Safri has a lot of experience in handling this collection. Poster about Law Library 66 4. 74In contrast, law library has the largest law collection. Lisdar, Head of Law Library is orientation. for university's students are more informative and longer. The main part to highlight at the policy is it is daily used andcannot be booked by anyone. In trainee'sopinion, UM Library at Malaysia. It is best if the library can installinside the library especially at reading area to monitor users' activities. Haniza12/10/15 - 11/12/15 Special collection unit: Mrs. The Five Laws of Library Science. Figure 30 shows example of library policy that the library signage Figure 34: Example of library signage 25b) Archive unit (Date: 24 - 25. The main library has 1, 608 of full seating capacity and everyfloors there have carrels room with total number of 74 rooms includes 21 carrels roomfor visually impaired. Besides that, the trainee alwaysput in mind to get professionalism skill, ones should treat others nicely and repect theothers (Monster Career Coach, n.d.). The time I spent in Esquel as an intern from December 2014 to April 2015 was a memorable one for me as it was rich in experience sharing and helped me discover my potential. One of latest updated that the trainee saw is their website. Thus, library assistant will update the new amendment act at ground floor. Mr. Safri was responsible to supervise the trainees. TASK DONE BY THE TRAINEES Ms Ayu teach how to scan microfilm to pdf by using Microfilm reader. It is veryhelpful because the trainee to apply on working environment. Statistic of amendments done by the trainee: o P.U (A): 359 amendments o Malaysia Act: AA1497 and AA 1499 471. Propose Collecting Design the Show draf After it is the idea to informatio poster of design approval the notice Library board Figure 108: Workflow of creating poster for library Figure 109: Library poster 644. As stated in Mind toolseditorial team, (n.d.) thinking about a positive aspect of situation that the person into, would makes the person look at the situation in a different way. The trainee was helping the library staff to do shelving the library staff to do shelving the library staff to do shelving at ground floor. Language & Linguistics Library iii. Meanwhile inchapter 3, student was describing work done by his or her during the training. Students can make suggestion and help them to meet the current demand whichcould increase their image and reputation. - 11 Oct. In addition, some of units are responsible to update this collection. Amendments of laws is a core activities of this unit. In contrast, library poster created by the trainee to spread information about Law Library to their target users. Figure 7: Card to request search for missing items Information skill in order to help them utilize library facilities and collections actively. Style of pasting and writing a note on the books is different between P.U (A) and Malaysia's act. SUGGESTIONS FOR THIS ACTIVITYIn trainee's opinion, new library assistant who conduct this activity should get trainingfrom Malaysian Bar Council. This unit has also conductacquisition process and manage monograph and serials collection. Poster about Law Library The trainee took initiative to design and produce a poster to inform users about LawLibrary. Trainees also learnt to do shifting which is remove book from one stack due to increasing number of library materials. on functions of department available at Law Library:a) Client Services DivisionClient Services Division is located at ground floor which responsible in this library are just for reference and can be photocopied by terms and conditions. The four levels consist of: Table 1: Floor directory Second Floor Third Floor Fourth floor Ground Floor Counters, Self- Current Journals, bound journals, bound journals, bound journals, bound journals, bound journals, bound floor Floor Counters, Self- Current Journals, bound journals, DONE BY THE TRAINEE Mr. Azri taught the trainee to update the loose leaf collection. Otherwise, theanswer can be search using online database such as LawNet and Nexis.c) Reference service (Date: 21-25 Sept. Retrieved from of Kent Careers and Employability Service. 2015) This unit located at ground floor, Main Library. The collection is stored in special room and controlled with suitable temperature and humidity in order to preserve the collection. Figure 5: Microform Academic Core Collection (Redspot) This collection is located at ground floor. 18CHAPTER 3: TRAINING ACTIVITIES 193.0 Training activitiesOn 3rdAugust 2015, the trainee has went to UM Library to report on duty. 2015)The trainee got opportunities to learn about reference service offered by Law Library. This service is a supportive activities for library to gain money. Librarian with Gred S41 will be teach the students. It will make the interior design of library looksmodern. Five months of industrial training is just a nice time frame for thetrainee to learn various aspects at the library.

2020-5-24 · management process report individual assignment for mgt162 date of submission: prepared : fatihah nabilah bt mohd hanif 2020851656(jac1101e) prepared for: miss Latihan Industri I/ Industrial Training I (ECN4901) Financial in Accounting (FAR110) Land Law II (LIA2009) ... Csc report 2019. 100% (1) Pages: 12 year: 2019/2020. 12 pages. 2019/2020 100% (1) ... TUTO ACC 506 Ridhwan AM225 4CTUTORIAL FOR SEMESTER 4 FOR UITM SEREMBAN 3 STUDENTS AND FOR PEOPLE WITH LEARNING PROBLEMS TO ADVICE ... Iskandar Malaysia, created in 2006, is the first economic region established in Malaysia to take advantage of its prosperous location and ecosystem that is dedicated to its mission to be the preferred destination to invest, work, live and play. This category covers papers which report on any type of research may involve the construction or testing of a model or framework, action research may involve the construction or testing of a model or framework, action research may involve the construction or testing of a model or framework, action research may involve the construction or testing of a model or framework. clinical research. Viewpoint. 2013-11-3 · ENT300 Business Proposal 1. Bahulu's House BY: ALIA NAJIHA BINTI KHAIRON ZAMANI 2011678976 NURIMANI BINTI YUSOFF 2011482988 NUR SYAFIQAH BINTI SHAIFUL HASLAN 2011299564 MOHD ASHRAF BIN RUSLI 2011680262 CLASS : AS 114 5A1 This assignment is submitted as a partial fulfilment for the ... Any report required by Part II of this Schedule shall either indicate by way of note any adjustments as respects the figures of any profits or losses or assets and liabilities dealt with by the report which appear to the persons making the report necessary or shall make those adjustments and indicate that adjustments have been made. A training acknowledgement letter is a document that states all the items that are involved in a particular training has completed all the programs that he or she is tasked to take within the entire training duration. You can get a plagiarism report. Timely Delivery No missed deadlines - 97% of assignments are completed in time. Money Back If you're confident that a writer didn't follow your order details, ask for a refund. 25+ Subjects. From Literature to Law - we have MA and Ph.D. experts in almost any academic discipline, for any task. ... An Industrial Training report is a document that has to be submitted to the university in order to evidence a student's knowledge, skills and experience gained throughout the Industrial Training report by following through the quidelines provided by the university. Paper Writer | Write My Paper For Me | Best Writing Service. A proofreader will look for misspellings, wrong/neglected punctuation, inconsistencies (textual and numerical), etc. Tip: to spot errors easily, examine your textual content aloud, and take breaks between essay writing, modifying, and proofreading.

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