



FIM Communication

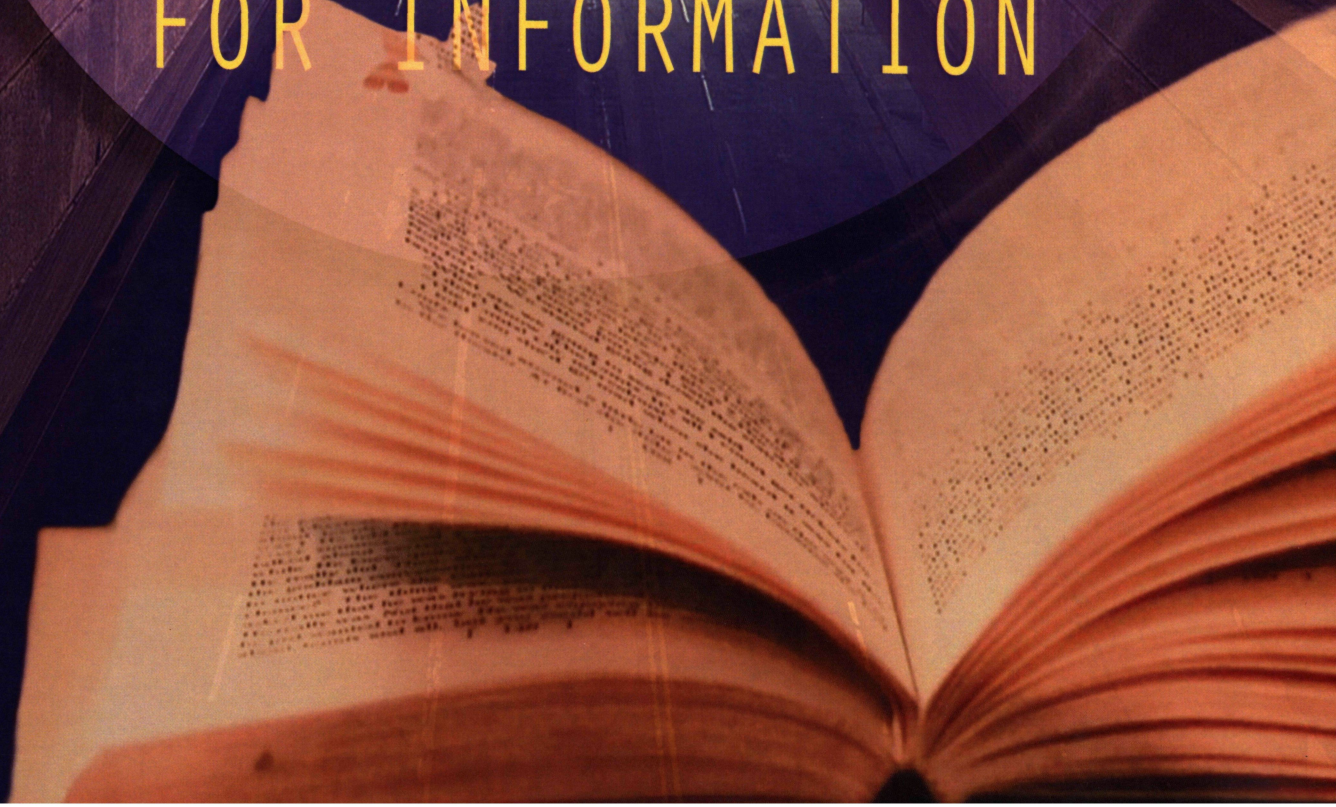
Vol. 2, No. 5

ISSN 2289-9103

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PERDANA

THE
LIVE

FOR INFORMATION



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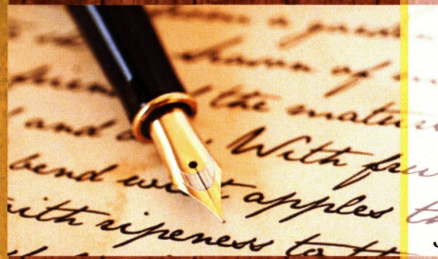
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INFORMATION

FIM was published bi-annually by Bachelor of Information Science (Hons) Library Management @ IM244 pursuing Publication and Production of Information Materials (IML601). The scope of the plan includes variety of issues in the field of information management.

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SEPTEMBER 2015/JANUARY 2016

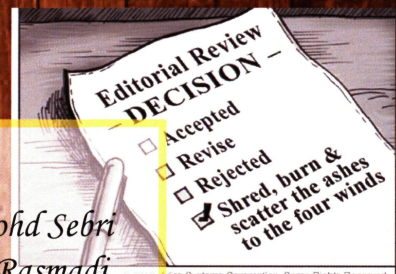


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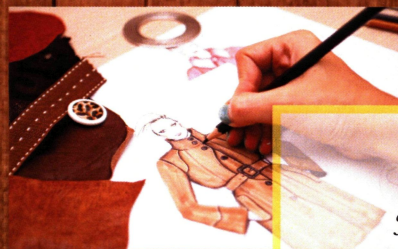
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EDITOR'S NOTE

Assalamualaikum WBT,

Welcome to our FIM Communication: Thrive for Information. First of all, let me begin by telling all of the readers a little bit of this publication.

HOWS it's STARTED...??



DARLINA BINTI DARMANSAH

At the beginning of the task given to us for the subject of IML601: Publication & Production of Information Materials, I realized of one critical need in the successful of the publication which is "collaboration". Without collaboration, we were unable to achieved what we have working on before.

Back to our theme of FIM: Thrive for Information, I believe that information is a key to success. So, what do we expect our readers to know through "Thrive for Information" publication was that, it is specifically outline the information as a baseline in our life where each of the individual need it in a critical thinking, problem solving, decision making, knowing how to learn, reasoning, and the ability to manage resources, work productively with others, acquire and evaluate information effectively, organize and maintain information, interpret and communicate information, and work with a variety of technologies.

Lastly, I would like to take an opportunity to praise to Allah SWT, as without His blessing, we were unable to finish the entire task in the time being. Alhamdulillah, I am glad to have a great cooperation from all the magazine team members, which spend their times and effort in order to helps in finishing the contents of the magazine. Not to mention, a highest thank to Mr.Azmi Ab Rahman for the great advices and knowledge sharing throughout the process of this FIM publication.

contents

Article

Usage of Information: Depends on You	1
Strategies for Surviving: Using Information	6
The New Pattern and New Madness of Social Media	12
Distribution of the Information Through the Social Media	15
Information and Globalization	18
Information Delivery: Communication in Thriving for Information	22
Scholarly Articles Seeking Changes: The Good and Bad	29
Efficiency in Reading	33
Research on the Impact of Communication Technology on Student Communication Skill	36
Effective Communication Skills for Information Professionals	39
Pustakawan: Pakar Maklumat	42
The Development of Information in Daily Life	45
Pengalaman Sebagai Pelajar Pengurusan Sistem Maklumat	48

Creative Section

Hakikat Belajar	54
Cinta Terakhir Ku	55
Bahagia Dalam Duka	56
Tiada Terganti	57
Baunga Seharum Kasturi	58
Trip "2D 1N at Terengganu"	62
Gallery: Our Memory	65

EFFECTIVE COMMUNICATION SKILLS FOR INFORMATION PROFESSIONALS

by:

**Mohd Nizam Bin Yunus, Husain bin Hashim,
Kamarul Azwan Bin Azman &
Jafalizan bin Jali.**

An effective and good communication abilities are central to accomplishment in numerous parts of life. Numerous occupations require solid communication abilities and socially individuals with enhanced communication abilities more often than not appreciate better interpersonal associations with other parties.

Effective communication provides useful benefits to a person especially if he or she is working in an organization that requires a good relation with clients and customers. In the field of records management, we do not only manage records but with the current situation, this area requires us to deal with external parties such as government departments and private sector and also from the members of the public.

For example, some information institutions centers require external customers or clients for income generation. Clients and customers should be treated well and this requires an effective form of communication from information professionals. Imagine if the clients had to deal with staffs who do not know how to communicate effectively, the client may run away to other information institutions and they will lose their financial resources.

This makes the information professionals should have the skills to communicate well in order to maintain the reputation of their records. An information professional also deals with government officials and also members of the public during their daily task. All of this requires good personal communication skills. Information institutions often received visitors such as libraries, archives, record centers and museums and one such way to handle visitors effectively is by using a good communication skills.

Library staffs handle numerous requests from library patrons. A reference librarian is consulted by patrons in searching information they needed. Archives not only keeps archival records but also handles researcher that wanted to use those records. Archive staffs will have to deal with requests from researchers. Museum is another information institution that handles visitors. Museum staff need to entertain questions from visitors regarding museum collections. All of these requires an effective communication in order for information professionals to deliver their services to their clients. Without a good communication skill, services cannot be delivered effectively and information institutions may lose their effectiveness in serving the public.

So, what makes someone a better person with an effective communication skills? Communication is a two way process and by improving the way we send and receive can enhance our personal skills and thus bringing our daily job easier. According to "Skills You Need" website, there are various ways to communicate effectively.

1) LISTEN

Listening is not the same as hearing; figure out how to listen to the words being talked as well as how they are being talked and the non-verbal messages sent with them. Make an effort not to consider what to say next while listening and try to focus to what the other party is saying. Try using your face expression as well while listening. People will appreciate a good listening skill. We always hear the term 'be a good listener' so try to be one.

2) SENSITIVE TO OTHER PEOPLE'S EMOTION

Be thoughtful to other individuals' problems and congratulate their positive attitudes. To do this you should be mindful of what is going on in other individuals' lives. Don't be afraid to ask opinions.

3) ENCOURAGE

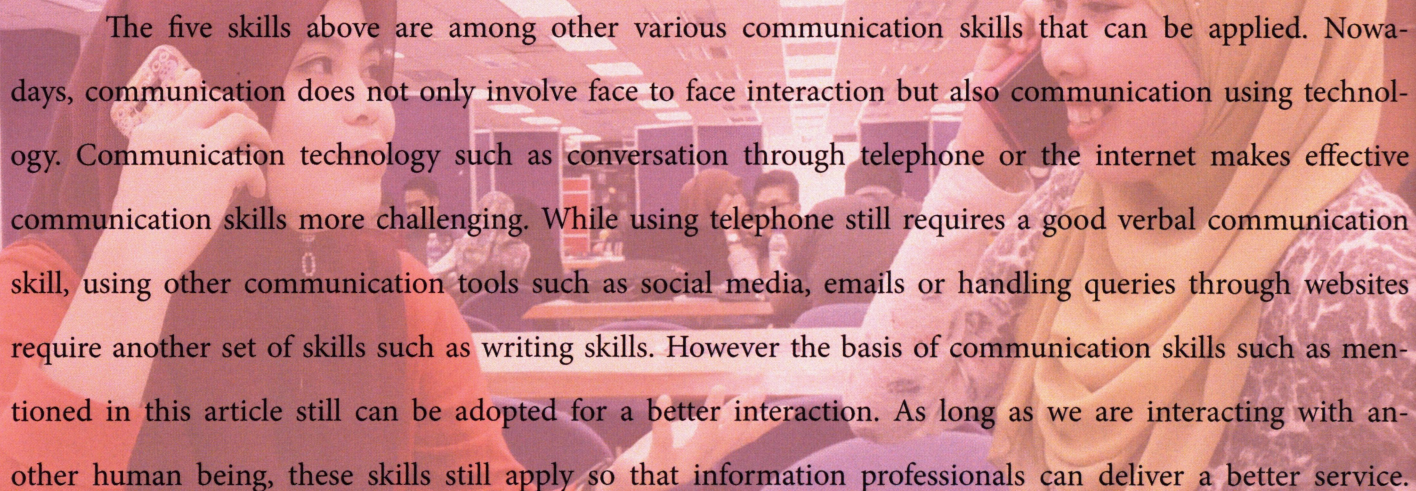
Words and actions of encouragement and as well as praise, is best used to others. People should feel welcome, wanted, valued and appreciated in your communications. Offer words and actions of encouragement, as well as praise, to others. Make other people feel welcome, wanted, valued and appreciated in your communications. If you let others know that they are valued, they are much more likely to give you their best. Try to ensure that everyone involved in an interaction or communication is included through effective body language and the use of open questions. When people feel they are valued, they will be more likely to give their best to you.

4) HUMOUR

Laughing releases endorphins that can help relieve stress and anxiety; most people like to laugh and will feel drawn to somebody who can make them laugh. We always hear the term 'laughter is the best medicine'. Be funny but in an appropriate way. A more charismatic personality can be seen when we use an appropriate joke. There are people who try to use humour too much end up in using it at the wrong time and the wrong situation so always be careful. A little bit of joke can ease a tight situation.

5) POSITIVE ATTITUDE AND SMILE

People do not like to hang out with miserable people. Do your best to be friendly, upbeat and positive with other people. Bring a cheerful and smiley attitude and people will be attracted to you. Stay optimistic and learn from mistakes. Do not stay away from the word sorry when making mistakes and don't be afraid to admit our own errors.



The five skills above are among other various communication skills that can be applied. Nowadays, communication does not only involve face to face interaction but also communication using technology. Communication technology such as conversation through telephone or the internet makes effective communication skills more challenging. While using telephone still requires a good verbal communication skill, using other communication tools such as social media, emails or handling queries through websites require another set of skills such as writing skills. However the basis of communication skills such as mentioned in this article still can be adopted for a better interaction. As long as we are interacting with another human being, these skills still apply so that information professionals can deliver a better service.

CREATIVE SECTION



HAKIKAT BELAJAR



Kita belajar kesucian dari cahaya
Yang selalu bersinar lurus menyibakkan gelap
Kita belajar kesetiaan dari matahari
Yang selalu menepati janji terbit di pagi hari
Kita belajar keluasan jiwa dari keluasan langit
Yang senantiasa berdandan dengan warna-
warninya
Arakan mega atau kemilau bintang-
gemintangnya

Kita belajar kearifan dari kedalaman samudera
Yang menyimpan untaian mutiara dan keindah-
aan
Kerajaan batu karang di dasarnya
Kita belajar kerendah hatian dari gerak air
Yang mengalir ke tempat yang lebih rendah
Kita belajar dari titik-titik hujan
Menghapus kemarau panjang
Kita belajar dari kesejukan embun pagi
Menyegarkan daun-daun
Kita belajar dari kidung-kidung burung
Dan gemericik air bening
Di sela-sela batu pegunungan
Kita belajar dari bunga-bunga pesta warna
Yang selalu mengirimkan aroma dan kelada-
nannya
Kita belajar dari manik-manik batu permata
Yang meski terendam lumpur
Tetap menampakkan cahayanya

Ya..

Kita juga belajar keramah tamahan
dari remut
Yang selalu mengucapkan salam
damai saat jumpa sahabatnya
serta kegotong royongan mereka da-
lam bekerja
Kita juga belajar dari persaudaraan
kekal
Antara laut dan pantainya antara
pohon dengan tanah

Kita juga belajar dari kearifan alam
remerta
Yang nampak selalu diam
Di dalam kediamannya selalu berujud
kepada-Nya
Wahai jiwa..
Betapa dunia ini selalu berkembang
dan terbentang jadi guru

Ali Athi Ullah

Cinta terakhirku

Lamunan cinta masih berbisa
Membuat diri ini sukar melupakan
Aduh! Sakitnya dada
Menanggung kerinduan hanya padamu
Tersenyum bagaikan orang gila
Aku memikirkan tentangmu
Oh, indahnya cinta
Menghalau segala usikan di jiwa
Hanya tinggal erti bahagia
Bila kau dan aku sentiasa bersama
Kau cinta terakhirku
Tiada lagi bisa mengganti
Karna engkau telah menawan hati
Juga kau pagari
Dengan keikhlasan hati
Tiada siapa mampu robohi
Cintaku dan dirimu lagi
Doa jangan lupa kau beri
Pada si dia Pencipta hati
Agar kita selalu mensyukuri
Erti sebuah cinta hakiki



Karya
Sakinah Harun

Bahagia dalam Duka

Sahabat,

Ku nukilkan karyaku ini hanya untukmu

Karna dirimu aku sayangi

Tanpamu, aku begitu sunyi

Detik yang kita lalui bersama amat ku hargai

Kita makan dengan penuh berselera bersama

Kita keluar bersama, bersorak ceria

Ketika itu, hati ini benar-benar bahagia

Namun satu hari, engkau menjauh dengan ku

Membawa seribu soalan di dadaku

Memikirkan apa salahku dengan mu

Tanpa khabaran, aku menangis

Memikirkan keadaanmu yang jauh bersamaku

Adakah hatimu sudah berubah

Bagaimana pula dengan hubungan kita?

Aku tertanya-tanya

Saat ku bersamamu begitu berharga

Namun kini kau biarkan aku derita

Menanggung arus bahagia dalam duka

Tidak ku minta bintang menjelma

Hanya ku perlu kita bersama

Menjalani hari-hari yang bakal tiba

Dan meraih kebahagiaan bersama



Karya

Sakinah Harun

Tiada Terganti

Air mata menitis lagi
Bila diri mengenangkanmu
Rabak sanubari, ku merinduimu
Hanya doa ku titipkan setiap detik dan waktu
Agar dirimu bahagia disitu
Tanpa menempah dirimu pergi
Tanpa bersedia aku bersendiri
Mungkin takdirNya yang sedang ku jalani
Hidup sepi tanpamu disini
Hanya kamu menawan hati
Hanya kamu sering memahami
Kamu juga tidak lelah menasihati
Diri ini yang sering melupai
Kasihmu ku junjung
Pesanmu ku tanam di hati
Takkan lagi ku menangi
Pemergianmu kali ini
Wahai bondaku yang ku sayangi
Dikaulah segala-gala penyeri
Dikau juga tidak terganti
Walau hancur duniawi



Sakinah Harun



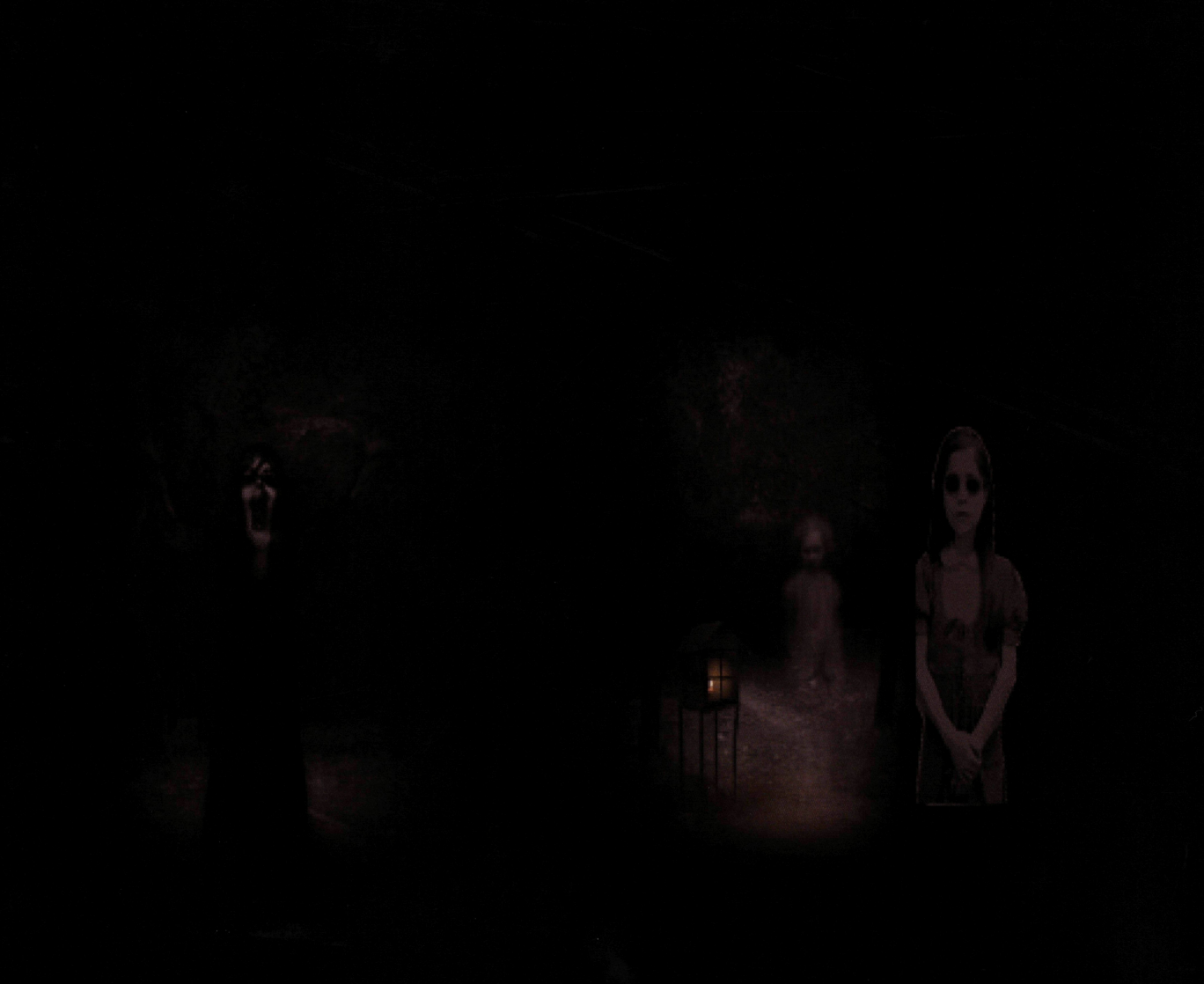
***Baunya seharum
kasturi***

Karya
Sakinah Harun

Kepenatan masih terasa. Sejak ku menjejakkan kaki ke kampus ini, baru saat ini, aku dapat membaringkan sekujur tubuhku ini di dalam bilik yang selesa dan bersih. Ya, aku pelajar baru disini, pelajar yang baru sahaja mendaftarkan diri sebagai pelajar disini.

Sekarang,hampir tiba waktu untuk solat maghrib. Rakan-rakan sebilikku sudah mula persiapkan diri menemu ilahi.tinggalkan aku sendiri dalam keadaan keuzuran. Aku baringkan diri di atas katil,terasa dinginnya angin kipas. Beberapa minit kemudian,ku merenung bagasi dan beg yang ku bawa dari Kelantan. Disini akan bermulanya kehidupan baru, kehidupan sebagai seorang pelajar. Ku merenung setiap inci dalam bilikku, meja menulis, kerusi , tilam, dan almari . fasiliti yang ku kira cukup membuatkan kehidupan pelajar menjadi sempurna..

Sepenat manapun aku menjalani program sepanjang hari di fakulti,aku harus kuatkan diri untuk kemas-kan barang-barang aku yang menunggu giliran untuk dikemaskan dan diletak di tempat yang sesuai. Aku mencapai bagasi yang berdekatan,mengeluarkan isinya. Sekarang, aku perlu melipat semuanya,untuk disusun ke dalam almari.Aku bermonolog sendirian.



Tanpa mengeluarkan sebarang suara,tiba-tiba, bungggggggg!!!!!! Suara yang membuatkanku terperanjat. Sangat terkejut. Ku memandang ke arah almariku, yang masih kosong tiada berpenghuni. Masya Allah! Almari aku terbuka dengan sendiri. Dan ianya seolah dibuka dengan keadaan marah oleh seseorang. Tetapi, hanya aku yang ada di dalam bilik ketika ini. Sumpah, hanya aku! Jadi, siapakah yang membukanya? Aku merenung tepat sekali lagi ke arah itu,aku merasakan sesuatu.

Ingin ku imbau kembali, siapakah yang membuka hijabku? Sedangkan aku belum pernah meminta sesiapa untuk bukannya untukku. Aku mula menyedari kelebihan ini sejak di bangku sekolah lagi. Daripada keadaan yang sangat takut pada mulanya,bertukar menjadi perasaan yang sangat biasa pada ketika ini. Mana tidaknya, sudah hampir lapan tahun aku hidup seperti manusia yang luar biasa.Manusia yang mempunyai kelebihan yang jarang ditemui di dunia milik Allah S.W.T ini. Manusia yang boleh melihat perkara yang tidak dapat dilihat oleh orang lain,manusia yang boleh mendengar apa yang tidak boleh didengar oleh orang lain, dan manusia yang boleh merasa apa yang tidak boleh dirasakan oleh orang lain. MasyaAllah,semua ini datang dari Allah, ini takdir dariNya.

Allahu akhbar! Aku berasa terbit satu perasaan disekelilingku,perasaan marah,marah yang teramat sangat. Dengan keadaanku yang keuzuran,maka aku tidak dapat merasainya dengan sempurna seperti sebelumnya. Saat ini, hanya perasaan dan perbuatan "makhluk" itu sahaja yang aku dapat rasa. Aku harus bertindak sesuatu, agar makhluk itu tidak lagi menunjukkan "belang" nya.

Dengan penuh kesabaran, aku berkata : " Saya baru sahaja datang ke sini, dan ini adalah bilik saya,saya tahu awak wujud dan saya tak mahu awak mengganggu sesiapa sahaja disini,saya datang sini untuk belajar,kita sama-sama hidup,jangan mengganggu antara satu sama lain.Boleh ?"



Astaghfirullaalazim! Sekali lagi suara pintu almari itu terdengar, kali ini, secara menutup.lanya seolah kedua-dua pintu almari ditendang dengan sekuat hati oleh seseorang. Suara itu mengejutkan rakan sebilikku yang baru sahaja selesai solat maghrib di ruang tamu.Lalu pintu bilik diketuk,dia bertanya keadaan ku, aku diam seribu bahasa namun ku tetap pendamkan rasa ini kerana tidak mahu rakan-rakan yang lain takut atau gelisah untuk tinggal di bilik ini sepanjang semester ini. Lalu tombol pintu dipulas untuk menutup kembali pintu bilik. Aku mendekati almari itu,almari yang membuatkan aku terkejut sebanyak dua kali. Aku membukanya perlahan-lahandan.... masyaAllah, bau apakah ini? Bau yang sangat wangi,wangi menusuk ke kalbu,seolah bau kasturi. Begitu nyaman sekali bau itu.

Aku tersedar dari lamunan.Aku cuba mengucap. Aku akan cuba untuk berfikir logik walaupun aku sudah lali dan "tahu" perkara yang aneh sebegini. Aku tidak membuat andaian sendiri,malah keesokan harinya,aku cuba bertanya kepada rakan sebilikku , "adakah bau harum itu datangnya dari minyak wangi awak?" Dengan wajah kehairanan, dia menjawab, " Tidak" ! habis siapa lagi? Hanya kita berdua yang tinggal sebilik . Ku simpan peristiwa itu sebagai misteri di bilik tingkat 5, blok 3 itu.

Bau yang seindah kasturi itu, akan ku ingat selamanya....



Trip 2day 1night in Terengganu

DAY1 -START THE TRIP FROM UITM PUNCAK PERDANA

Our trip to Terengganu begin on 16-18 October recently.it is on Friday, Saturday and Monday. It was a 3 days 2 night trip including 13 students and 2 lecturers. Tis this trip was for subject Publication and Production of Information Materials (IML601). All the student gathered at Gazebo Block 1 and waited for our bus to come.

We start our journey with a very excited feeling. We hope that this trip can give us very good knowledges and experience.

Our journey begin with recitation of doa by Mr.Azmi.



We were very enjoying the journey because everyone are very sporting and we were being closed together. In the bus we do activity like karaoke and watching some movies.

This journey take time almost 8 hours to reach our destination. In the journey also we are stop and take a break at Hentian Temerloh,Pahang. We went to eat and got some

10.30 p.m— arrived at Rhu Muda Beach Motel, check in and went to sleep tight.

DAY 2

8.00 a.m— everyone gathered and went to breakfast at Kuala Terengganu. We ate the traditional Terengganu dishes which are lempeng and the famous Nasi Dagang.

10.30 a.m— we went to Museum Negeri Terengganu. It were very nice because we got many information and history there. We spent almost 4 hours at the museum.

1.00 p.m— we went to Masjid Kristal. Some of us were riding a cruise to saw some breathtaking scenery around the river. By take the cruise also we can saw all the replica of mosques been there. It was very real and beautiful. After that we take lunch and continue to the next location.

3.00 p.m— the next location was the famous place to go. It was one of the attraction in this country of Darul Iman which is Pasar Payang. It was a traditional market. There are many traditional food, handicraft and everything is here. Almost all product here are from local. The price were very affordable and we can buy everything here.

5.00 p.m— we went to Pantai Batu Buruk at Kluang. It was one of the popular beach to hang around. There are many activity and games there. One of it , we can take a Cinderella ride and ate the awesome ikan celup tepung and seafood.



DAY 3

9.00 a.m– we went to Perpustakaan Negeri Terengganu. It was very big library.



We hanging around in the library and look at their collection

Take some memorial picture

12.00 p.m– we went to bought some keropok lekor as souvenir at Bukit Tok Beng (BTB) . It was very famous place to buy keropok lekor and you must get number to make order.

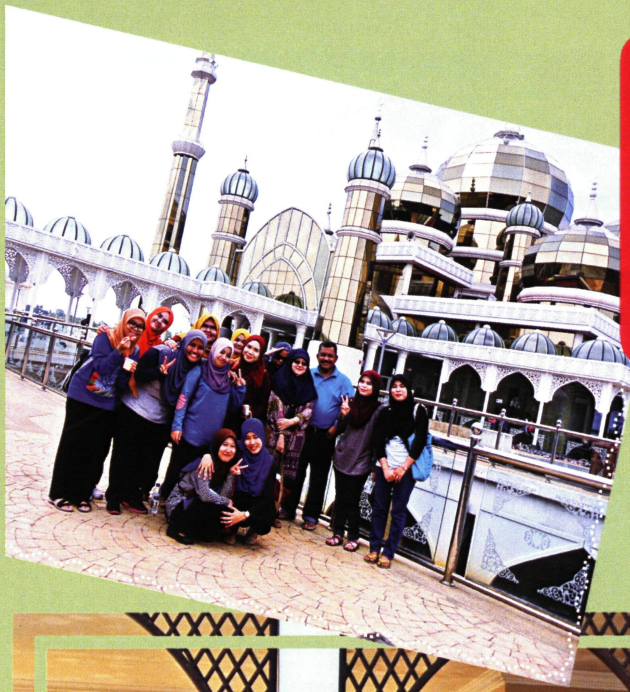


SAYONARA TERENGGANU DARUL IMAN



GALLERY

OUR MEMORY



BOARD OF DIRECTOR



CHIEF EDITOR
Darlina Darmansah
"Evaluating information is not only involved critical thinking but is more depends on creativity and your responsibility to learn and choose."



DEPUTY CHIEF EDITOR
Siti Mariana Hamzah
"Failure will never overtake me if my determination to succeed is strong enough."

NORSHAHIBA BT MOHAMAD SALLEH
EDITOR



NUR SHAHIRA BT ZAIDI RASMADI
EDITOR

FATIAH ADILAH BT MOHD SEBRI
EDITOR



NUR ATIQAHT BT AZMI
EDITOR

NURUL ALIA NAJWA BT YAHYA
EDITOR



MAHIZAN BT MUHAMAD ISA
DESIGNER

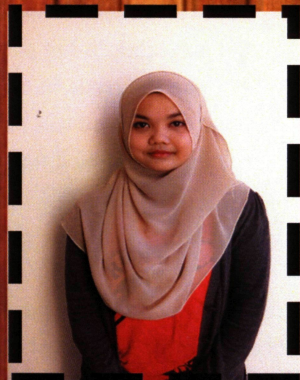
SITI AISYAH BT YAHYA
EDITOR



NUR HIDAYYAH BT SHARI SHAWARUDIN
DESIGNER



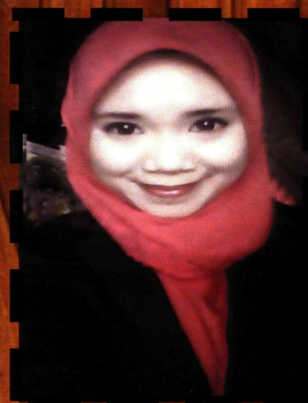
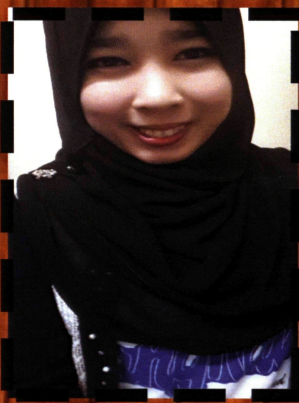
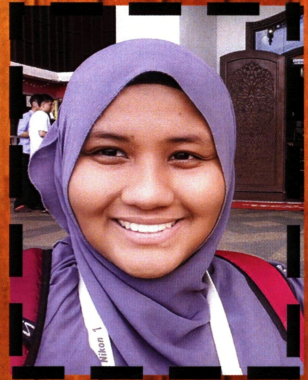
HASFARINI BT HASSIM
DESIGNER



NORHASHIDAH BT KIFLI
REPORTER



NURFATIMAH BT ABDUL RAZAK
REPORTER



FIM COMMUNICATION FLYER

FIM COMMUNICATION invites contributors to submit manuscripts for publication in the FIM COMMUNICATION (December 2014 publication). The scopes of the journal include, but not limited to, the areas in Information Management.

TYPE OF CONTRIBUTIONS

FIM COMMUNICATION publishes original articles on all aspects of Information Management. As FIM COMMUNICATION is intended to be a semi academic/less formal publication, contributors are encouraged to share their experiences, personal views and thought. FIM COMMUNICATION also publishes creative writing such as poems, short stories etc.

AUTHOR GUIDELINES

1. Content

- We prefer FIM COMMUNICATION articles that are 750 - 1500 words in. They should be in English or Bahasa Melayu.
- Articles should not have been published previously in another magazine or journal, nor been available in a final version on a publicly available web site.

2. Matters of style

- Text should be in Microsoft Word or rtf format.
- Images may be in gif, or jpeg formats. Images can be handled several ways — as in-lines or as linked files. They normally should be no more than 700 pixels in width.
- Hyperlinks to external sources are encouraged. URLs should be spelled out rather than embedded as links, either following the appropriate name/text or, if preferred, within the References section at the end of the file.
- The font type required is Arial, 11pt.

3. Mechanics of submission

While we often receive completed manuscripts, we would prefer that you contact the editors at tintafpml@gmail.com before you finish writing so that we can determine whether the topic, style, and approach are appropriate for FIM COMMUNICATION. We accept only electronic submissions. For any correspondence, keep in mind that the tinta_editor@gmail.com email address receives a large amount of spam and email to that address is filtered. Prepare your message with a proper subject line, body and signature block.

- Articles can be sent to tintafpml@gmail.com as email attachments. Please include "FIM COMMUNICATION Article Submission" in the message subject line.

Each author will be asked to submit a brief (50 - 100 word) biographical sketch along with his or her manuscript. Please contact the editors for details upon acceptance of your article.

4. Editorial Process

- Upon acceptance, articles are put on the magazine's production schedule for two months that is mutually acceptable to the authors and editors.
- FIM COMMUNICATION editors will read your submission and return it with suggested changes or comments.
- After the authors and editors have agreed on a final draft, the revised text will be formatted in doc or pdf by FIM COMMUNICATION staff.
- Authors will have a specified length of time to request final corrections or minor changes prior to the release of the magazine to the public.
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