

APPRENTICESHIP REPORT
BENGKALIS REGENCY REGIONAL LIBRARY AND
ARCHIVES OFFICE (DEVELOPMENT SECTION)



By:

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APPLIED BACHELOR OF INTERNATIONAL BUSINESS
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VALIDATION SHEET

Bengkalis Regency Regional Library and Archives Office
(Development Section)

Written as one of the conditions for completing Job Training

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PREFACE

Praise and gratitude the authors say for the presence of Allah SWT who has given His grace and guidance, so that the author can complete the practical work report carried out in February - June 2021. Shalawat and greetings are sent to the lap of the great prophet Muhammad SAW. along with his friends and family who have brought us from the realm of ignorance to a realm full of knowledge as we feel today.

This Practical Work Report is an obligation for every student who will complete the Practical Work and as one of the requirements to complete Diploma IV (D-4) education at Bengkalis State Polytechnic. This report is also made as an accountability for the things that the author has done while carrying out the Practical Work at the Bengkalis Regency Regional Revenue Agency which was held from February 15, 2021 to June 30, 2021. On this occasion the author would like to thank you profusely to:

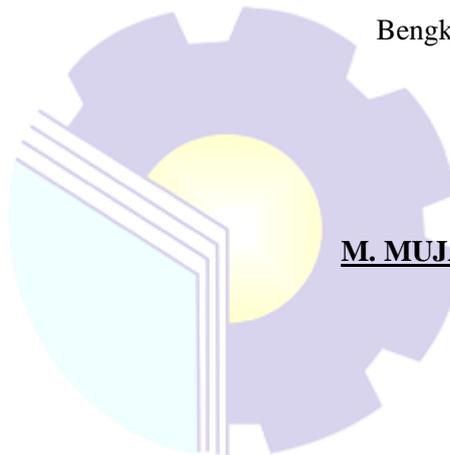
1. Mr. Johny Custer., MT as the Director of State Polytechnic of Bengkalis.
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7. Parents and parties involved in this job training.
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9. Friends in arms of State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for your support and cooperation when completing this apprenticeship report.

The author realizes that in the preparation of this apprenticeship report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this apprenticeship report is useful for the writer and the reader.

Wassalamu'alaikum Wr. Wb

Bengkalis, 29 June 2021

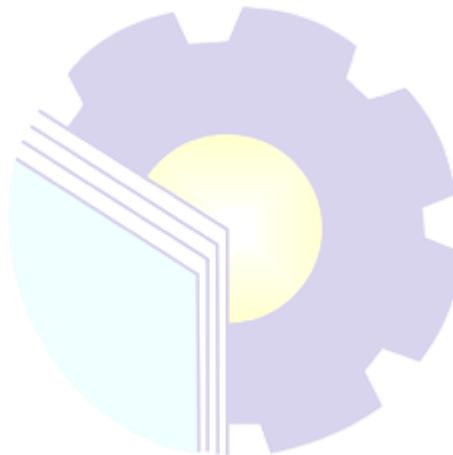


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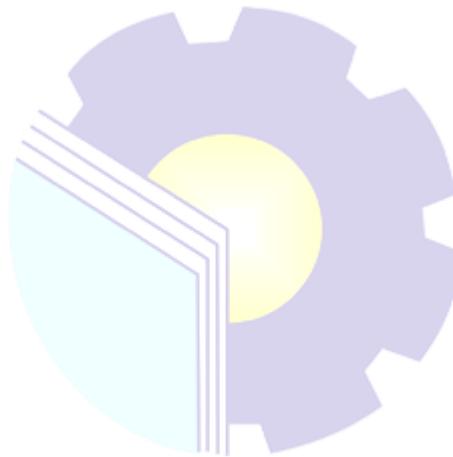


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CHAPTER 1

INTRODUCTION

1.1 Background of the Apprenticeship

Practical Work (KP) is one of the requirements that must be met by every student before preparing a Final Project at the Bengkalis State Polytechnic. The implementation of KP in a student company is expected to be able to apply the knowledge gained while studying in lectures and be able to analyze and solve problems that occur in the workplace. In addition, students also gain useful experience for themselves in getting to know the world of work.

In this fast-paced era with the development of information technology today, many companies are taking advantage of technological developments. They began to use technology, especially the internet as a medium of information and media promotion. Media information is a tool for collecting and rearranging information so that it becomes useful material for recipients of information.

In the Field of Development of the Bengkalis Regency Library and Archives Service, it has several goals and functions, one of which is developing technology that makes it easier for the administrative section, namely the archives section by creating applications that make it easier for admins to record incoming and outgoing letters so that they can be organized and more systematic.

1.2 Purposes of the Apprenticeship

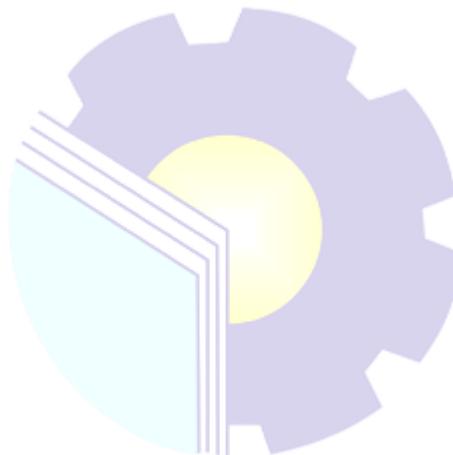
The objectives of the implementation of the Job Training are as follows:

1. To apply the skills and knowledge of knowledge that have been obtained in lectures at the Bengkalis Regency Library and Archives Service.
2. To increase experience and knowledge during practical work at the Bengkalis Regency Library and Archives Service.
3. To find out how to interact well in the Bengkalis Regency Library and Archives Service.

1.3 Significances of the Apprenticeship

This practical work certainly has great benefits for students, universities and institutions, while the benefits of this practical work include:

1. Get the opportunity to apply the skills and knowledge gained in lectures at the Bengkalis Regency Library and Archives Service.
2. Can find out the work system at the Bengkalis Regency Library and Archives Service.
3. Can add experience and knowledge outside the campus during practical work.
4. Can design and complete archival applications that make it easier for the archive system at the library service and archives of Bengkalis Regency.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile



2.1 library and files office of bengkalis regency
source: library and files office of bengkalis regency

Since it was first inaugurated on February 11, 2013, the Bengkalis Regency Library and Archives has not had a name. After four years, eight months, to be exact, on Monday, October 23 2017, the magnificent building on Jalan Pertanian, officially bears the name Tuan Guru Haji Ahmad. Not many know who Tuan Guru Haji is. Apart from his immediate family and relatives, only a handful of people in the Land of Honor know this figure.

Based on data collected from the Bengkalis Regency Library and Archives Service (quoted from the writings of H Amrizal and Riza Fahlevi) it is stated that Tuan Guru Haji Ahmad was born around 1885 ago in Pangkalan Jambi. During his life, he was known as a scholar and education figure in the Land of the Lord of Bengkalis. This is proven by his persistence in establishing religious educational institutions on Bengkalis Island.

Tuan Guru Haji Ahmad, the first time he came to Bengkalis, his friends invited him to trade. From the island of Bengkalis, they brought commodities from the local community's gardens/fields, such as fruits, secondary crops, and other garden products to be traded to Peninsular Malaysia. This trading activity was carried out for almost two years.

In 1914, young Ahmad went to the neighboring country of Kedah, Malaysia to study Islam with the well-known ulama in the area. After completing his education, Tuan Guru Haji Ahmad performed the fifth pillar of Islam in the holy land of Mecca. According to the story of H Hasan Ahmad, his son, on his way to the holy land from Malaysia, Ahmad walked. In every country or area that he passed, Ahmad always stopped by looking for additional costs and supplies. After performing the pilgrimage, Tuan Guru Haji Ahmad stayed in Mecca for approximately three years to study Islam with the scholars there. Upon his return to the holy land, he married Rohimah bint Haji Sani, then settled in the Malaysian Silver State. In that place, thanks to the knowledge gained while in the holy land, Tuan Guru Haji Ahmad taught Islam to the local population.

In 1924, Tuan Guru Haji Ahmad returned to Bengkalis to establish a religious school. The school which was founded with a halaqah system is located in the Paret Bangkong mosque (now the grand mosque) which is known as the Batu Mosque. There are several names that have been students of Tuan Guru Haji Ahmad, including H Abdul Nur (Andak Dolah), H Zakaria MA, H Muhammad Sidik, H Muhammad Toha, H Ismail and H Umar. H Abdullah Nur had just arrived from Langkat and H Zakaria from Pahang. In addition to studying with Tuan Guru Ahmad, both of them also teach at the school. In 1937, H Zakaria founded the Al Khairiyah school which is a formal school/cottage in Bengkalis. The school stands on the waqf land of the Grand Mosque on Jalan Sultan Syarif Kasim (the land was built by the former Dayang Dermah Orphanage). Tuan Guru Haji Ahmad also taught the school. However, Al Khairiyah was closed when the Japanese entered Bengkalis. Tuan Guru Haji Ahmad teaches Islam to the community in various mosques and surau in Bengkalis Island and its

surroundings. Even without being paid or free, he is still sincere and happy to serve.

At the beginning of every month of Ramadan, he returns to Perak to gather with his wife and children. After Eid al-Fitr, Tuan Guru Haji Ahmad returned to Bengkalis Island to carry out his duties. While teaching in Bengkalis, he married the Bengkalis virgin, Khadijah bint H Sulaiman. In 1930, Tuan Guru Haji Ahmad brought his family from Perak to Bengkalis. While on Bengkalis Island, Ahmad was never tired of continuing his education and da'wah activities.

The toughest challenge faced while carrying out da'wah on Bengkalis Island, Tuan Guru Haji Ahmad faced problems in the community, namely the development of black magic, especially magic, poison and sejundai which claimed many victims. Even Tuan Guru Haji Ahmad was threatened with being "made" or "santau" (poisoned).

But thanks to the strength of his faith and religion, he was saved from this evil act. Thanks to his persistence in preaching, finally slowly the black magic gradually disappeared from the land of Bengkalis. In addition to establishing a place of education, Tuan Guru Haji Ahmad also built a mosque in Pangkalan Batang which was named Masjid Al Muttaqin.

During the Japanese occupation, religious education activities stopped, because activities or associations were prohibited. At that time, Islamic clerics were often terrorized and threatened with death. This unsafe and conducive situation caused the madrasa to be closed and Tuan Guru Haji Ahmadi returned to Perak. After the Japanese government left Indonesia, then Tuan Guru Haji Ahmad returned to Bengkalis and carried out activities as before until he breathed his last.

2.2 Vision and Mission

The vision and mission of the company:

2.2.1 Vision

The realization of a society that is aware of and likes to read and the management of the Bengkalis Regency archives in 2020

2.2.2 Mission

Making the Public Library, Archives and Documentation Agency as a center for information and consulting services, education, training and recreation in the field of libraries, a center for managing and storing archives and documentation.

2.3 Kind of Business

Field of Collection Development, Processing and Conservation of LibraMaterials. Section Development of collections, processing and preservation of library materials has the task of carrying out the development of collections of library materials, media transfer, conservation, improvement and preservation of library materials.

1. Coordinate the implementation of library services with regional apparatus, BUMD, relevant agencies and the community.
2. Develop a collection development policy.
3. Implementation of hunting, selection, inventory, and desiderata of library materials.
4. Implementation of the development of library material collections through purchases, gifts, grants, and exchange of library materials.
5. Diversification of library materials which includes transliteration (overwriting), translation (translation), and the like.
6. Femetiean ancient manuscripts and regional collections (local content) in the region.
7. Collection, collection, management of ancient manuscripts and regional collections (local content).
8. Receiving, processing, and verifying library library materials.
9. Preparation of bibliographic descriptions, classifications, determination of subject headings, and physical completion of library materials.
10. Implementation of verification, validation, data entry into the database;
11. Compilation of secondary literature;
12. Carrying out a survey of conditions in the library;

13. Implementing the preservation of the content/value of information on library materials in the form of microfilm and digital.
 14. The management and preparation of the agreement text are subject to the same.
 15. Attaching the identity to the microfilm/digital box.
 16. Data entry on the computer, maintenance and storage of reprographic, photographic, and digital masters.
 17. Implementation of fumigation of library materials.
 18. Implementation of bleaching, deacidification, bathing and filling and libraries.
 19. Implementation of coordination with related work units;
 20. Preparation of activity reports in the field of their duties;
- Implementation of other functions given by the leadership related to its duties and functions.

2.4 Organizational structure of the company

The following is the organizational structure of the Bengkalis Regency Library Service:



Figure 2.2 Organizational Structure of the Library and Archives Service Bengkalis Regency

source: library and files office of bengkalis regency

2.5 The Business Process

Media Transfer Services and Library Automation The Service, Automation, and Library Cooperation Section led by the Section Head is under and responsible to the Head of Library Material Processing, Services, and Preservation:

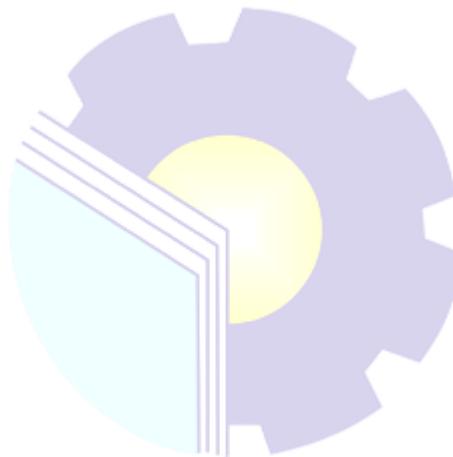
1. coordinating the implementation of library services with regional apparatus, BUMD, relevant agencies and the community;
2. implementation of circulation services, information services, reference services, inter-library borrowing services;
3. provision of extension services (mobile library);
4. compilation of library statistics;
5. implementation of user guidance;
6. implementation of stock taking and weeding of library materials (weeding);
7. implementation of service promotion;
8. provision of suggestion boxes to accommodate the needs of users for library collections;
9. implementation of user satisfaction studies;
10. management and development of hardware, software, and databases;
11. management and development of library automation network;
12. website management and development;
13. implementation of library cooperation initiation;
14. management and preparation of cooperation agreement texts;
15. development and management of collaboration between libraries;
16. development and management of library network cooperation.
17. implementation of coordination with related work units;
18. preparation of activity reports in their field of duty; and
19. the implementation of other functions given by the leadership related to its duties and functions.

2.6 Document Used for Activity

The Archives Division has the task of carrying out services, acquisition and preservation of archives. And also has the function:

1. preparation of strategic plans and work plans and budgets for Archives
2. implementation of strategic plans and budget implementation documents for Archives
3. preparation of policy materials, guidelines and technical standards for the implementation of regional archive management
4. drafting archive development concept
5. implementation of data collection, analysis, evaluation and recommendation of archive materials;
6. coordinating the implementation of archive acquisition with regional apparatus, BUMD, relevant agencies and the community
7. technical consulting services services, acquisition and preservation of archives
8. conservation laboratory management. fumigation, repair and restoration of archives
9. implementation of digitization and preservation of archival information
10. arrangement, storage, preservation, dosing and securing of archives;
11. implementation of physical depreciation of regional device archives
12. implementation of cooperation in the field of archives
13. archive storage space management
14. implementation of acquisition and archive assistance from regional apparatus, BUMD, relevant agencies and the community
15. implementation of security and/or rescue of community archives of historical value for the region and the nation
16. carrying out historical coverage and interviews
17. carrying out excavation and preparation of manuscripts/archive source books

18. implementation of active archive management and inactive archives that have a retention of less than 10 (ten) years as well as vital archive management
19. implementation of administrative management and management of archival resources
20. implementation of archival supervision and control
21. reporting and accountability for the implementation of the duties and functions of the Archives Sector.



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Practical Work is carried out for 4 (four) months from mid-March to early July 2021 at the Bengkalis Regency Library and Archives Service.

3.2 Development Section

1. Participate in Bengkalis reading activities

Bengkalis reading activity is a weekly activity made by the library, more precisely in the development section. This activity is carried out aiming to preserve the culture in Bengkalis by reading the history of the place. How to publish it using social media belonging to the public library, live streaming FB: persibengkalis and IG: bengkalisku



Figure 3.1 Bengkalis reading activities at the virgin tomb of nine Bengkalis.
source: library and files office of bengkalis regency

1. Archiving application creation

The letter archive application serves to make it easier for every part of the Bengkalis district librarian and archiving office to send letters quickly and precisely. By using this application, letters can be sent directly anywhere and anytime. The advantage of this application is that it is also able to store mail data in a simple way, so that letters can be recorded from incoming and outgoing letters.

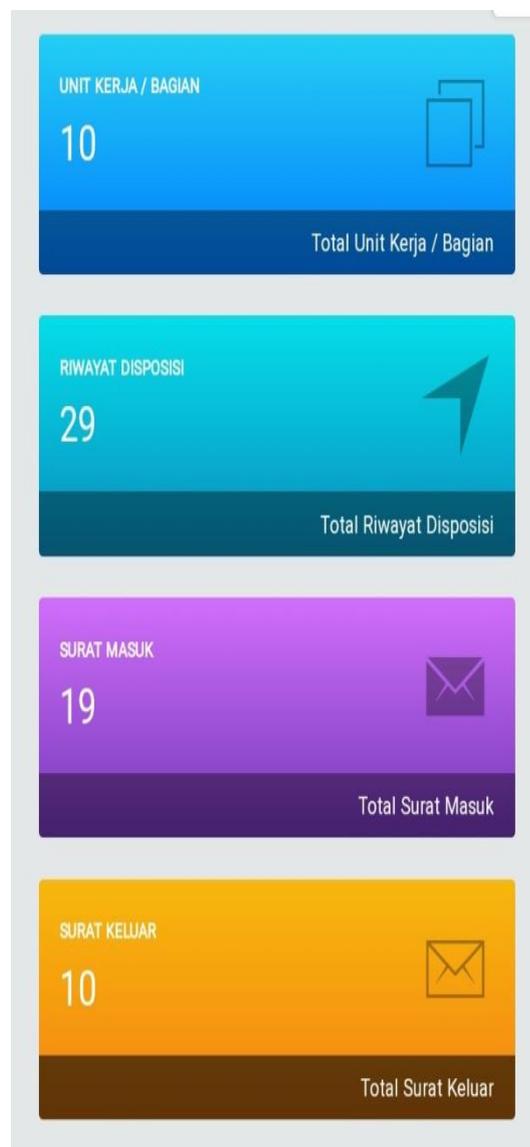


Figure 3.2 Archive application menu display

source: library and files office of bengkalis regency

3. Create a MOU document for the Bengkalis library

The MOU is a cooperation agreement between the parties concerned and the relevant agencies

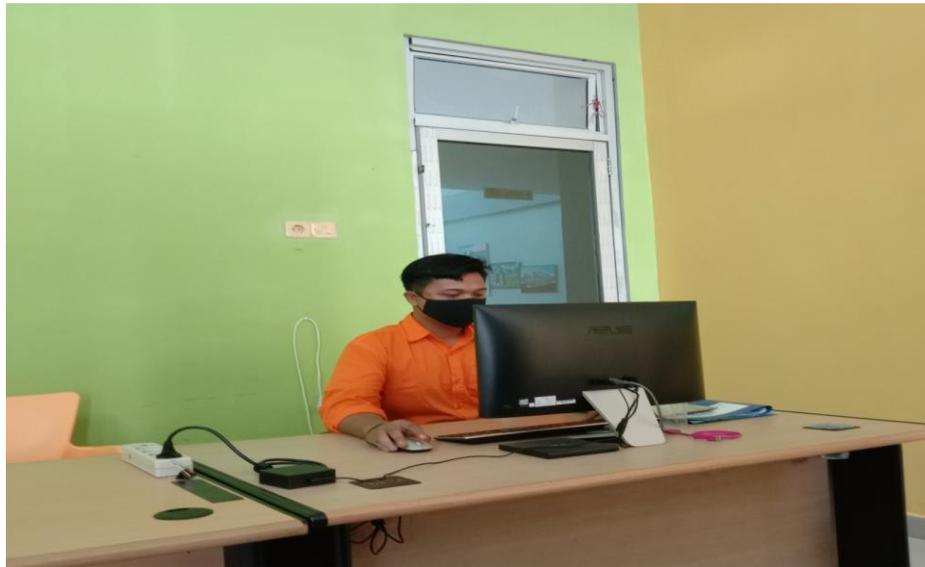


Figure 3.3 MOU file creation

source: library and files office of bengkalis regency

4. Deliver important letters to the relevant agencies.

Deliver important letters to the relevant agencies from the making of the MOU, the Bengkalis district regent's office as the place for the MOU approval that has been made as a condition for the agreement in the MOU.

3.3 Place Apprenticeship

This practical work activity is carried out at the library and archive office whose address is at Jl. Bengkalis Agriculture, Bengkalis District, Bengkalis Regency. During practical work placed in the Organization Section. Work

practice activities last for approximately 4 months starting from February 15, 2021 to June 30, 2021.

Table 3.1 Agenda of Activities For The First Week

No	Day / Date	Job Activity	Place
1	Tuesday February 16, 2021	1. self introduction	Organization Section
2	Wednesday February 17, 2021	1. see the performance of all members in the development section	Organization Section
3	Friday February 20, 2021	1. in the periphery of the task by the head of the development section to load the archival application 2. learn to make applications with members of the computer department	Organization Section

Source: Processed Data, 2021

In the first week of activities, I was introduced to the Head of Development at the Bengkalis Public Library, I was immediately given the task of making an online archiving application, and I saw the performance of all members so that I could explore the performance of the members of the section.

Table 3.2 Agenda of Activities For The Second Week

No	Day / Date	Job Activity	Place
1	Tuesday February 21, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Thursday February 23, 2021	1. Archival application creation process	Organization Section

Source: Processed Data, 2021

The second week of activities carrying out reading bengkalis activities are carried out once a week on Tuesdays, the next day continuing to make archival applications.

Table 3.3 Agenda of Activities For The Third Week

No	Day / Date	Job Activity	Place
1	Tuesday February 30, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section

2	Thursday March 2, 2021	1. Archival application creation process	Organization Section
3	Wednesday March 3, 2021	1. make letters for agency needs	Organization Section

Source: Processed Data, 2021

The third week of activities carried out reading bengkalis activities carried out once a week on Tuesdays, the next day continuing to make archival applications, making letters.

Table 3.4 Agenda of Activities For The Fourth Week

No	Day / Date	Job Activity	Place
1	Tuesday March 7, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Thursday March 9, 2021	1. Archival application creation process	Organization Section
3	Wednesday March 10 2021	1. MOU letter creation	Organization Section

Source: Processed Data, 2021

The fourth week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making an archive application, making an MOU letter.

Table 3.5 Agenda of Activities For The Fifth Week

No	Day / Date	Job Activity	Place
1	Tuesday March 16, 2021	1. Archival application creation process	Organization Section
2	Wednesday March 17, 2021	1. print of important documents of MOU letter	Organization Section

Source: Processed Data, 2021

The fifth week of activities, the next day followed by making an archive application, printing the MOU letter.

Table 3.6 Agenda of Activities For The Sixth Week

No	Day / Date	Job Activity	Place
1	Tuesday March 23, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Thursday March 25, 2021	1. Archival application creation process	Organization Section
3	Friday 26 March 2021	1. learn photoshop from members of the development section	Organization Section

Source: Processed Data, 2021

The sixth week of activities carried out reading bengkalis activities carried out once a week on Tuesdays, the next day followed by making archive applications, studying photo shop applications from section members.

Table 3.7 Agenda of Activities For The Seventh Week

No	Day / Date	Job Activity	Place
1	Tuesday March 28, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Tuesday March 30, 2021	1. Archival application creation process	Organization Section
3	Wednesday March 31, 2021	1. deliver the MOU letter to the bengkalis regent's office	Organization Section

Source:Processed Data, 2021

The seventh week of activities carried out reading Bengkalis activities carried out once a week on Tuesday, the next day followed by making an archive application, delivering the MOU letter to the Bengkalis Regent's office.

Table 3.8 Agenda of Activities For The Eighth Week

No	Day / Date	Job Activity	Place
1	Tuesday February 16, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Tuesday April 6, 2021	1. Archival application creation process	Organization Section
3	Wednesday 7 April 2021	1. Type and prepare letters	Organization Section

Source:Processed Data, 2021

The eighth week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications, loading letters.

Table 3.9 Agenda of Activities For The Ninth Week

No	Day / Date	Job Activity	Place
1	Tuesday April 11, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Tuesday April 13, 2021	1. Archival application creation process	Organization Section
3	Wednesday April 14, 2021	1. learn photoshop from members of the development section	Organization Section

Source: Processed Data, 2021

The ninth week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications, loading letters. studying photo shop applications from section members.

Table 3.10 Agenda of Activities For The Then Week

No	Day / Date	Job Activity	Place
1	Tuesday April 19, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Wednesday 21 April 2021	1. Archival application creation process	Organization Section

Source: Processed Data, 2021

The tenth week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications.

Table 3.11 Agenda of Activities For The Eleventh Week

No	Day / Date	Job Activity	Place
1	Tuesday April 25, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Wednesday April 28 2021	1. Archival application creation process	Organization Section
3	Thursday April 29, 2021	1. learn photoshop from members of the development section	Organization Section

Source: Processed Data, 2021

The eleventh week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications. studying photo shop applications from section members.

Table 3.12 Agenda of Activities For The Twelfth Week

No	Day / Date	Job Activity	Place
1	Tuesday May 4, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Thursday May 6, 2021	1. Archival application creation process	Organization Section
3	Friday May 7, 2021	1. Scan files	Organization Section

Source: Processed Data, 2021

The twelfth week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications.

Table 3.13 Agenda of Activities For The Thirteenth Week

No	Day / Date	Job Activity	Place
1	Tuesday May 9, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Thursday May 11, 2021	1. Archival application creation process	Organization Section

Source: Processed Data, 2021

The thirteenth week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications.

Table 3.14 Agenda of Activities For The Fourteenth Week

No	Day / Date	Job Activity	Place
1	Tuesday May 16, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Thursday May 18, 2021	1. Archival application creation process	Organization Section
3	Friday May 19, 2021	1. learn photoshop from members of the development section	Organization Section

Source: Processed Data, 2021

The fourteenth week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications. studying photo shop applications from section members.

Table 3.15 Agenda of Activities For The Fifteenth Week

No	Day / Date	Job Activity	Place
1	Wednesday June 3, 2021	1. Archival application creation process	Organization Section
2	Thursday June 4, 2021	1. learn photoshop from members of the development section	Organization Section

Source: Processed Data, 2021

The fifteenth week of activities, the next day followed by making archive applications. studying photo shop applications from section members.

Table 3.16 Agenda of Activities For The Sixteenth Week

No	Day / Date	Job Activity	Place
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1	Tuesday June 6, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Tuesday June 8 2021	1. Archival application creation process	Organization Section
3	Wednesday June 9, 2021	1. learn photoshop from members of the development section	Organization Section

Source:Processed Data, 2021

The sixteenth week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications. studying photo shop applications from section members.

Table 3.17 Agenda of Activities For The Seventeenth Week

No	Day / Date	Job Activity	Place
1	Tuesday June 13, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Tuesday June 15, 2021	1. Archival application creation process	Organization Section
3	Wednesday June 16, 2021	1. learn photoshop from members of the development section	Organization Section

Source:Processed Data, 2021

The seventeenth week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications. studying photo shop applications from section members.

Table 3.18 Agenda of Activities For The eighteen Week

No	Day / Date	Job Activity	Place
1	Tuesday 20, 2021	1. carry out reading workshops which are scheduled every Tuesday	Organization Section
2	Tuesday June 22, 2021	1. Archival application creation process	Organization Section

: Source:Processed Data, 2021

The eighteen week of activities carried out reading bengkalis activities carried out once a week on Tuesday, the next day followed by making archive applications.

3.4 Obstacle and Solution

3.4.1 Obstacles

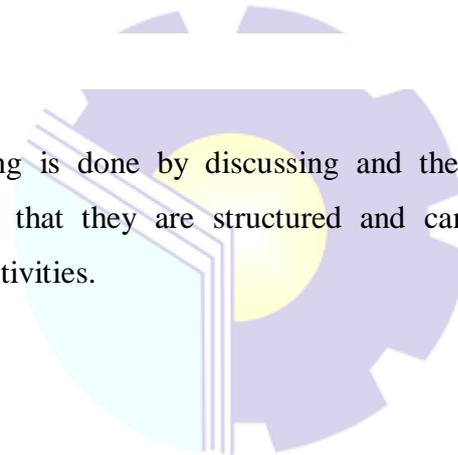
While carrying out the Job Training (KP) at the Library and Archives Service of Bengkalis Regency, there were several obstacles faced in doing the work, namely the lack of knowledge about the latest information and managing strategies in managing an activity. So that the activities carried out run less effectively.

There are several obstacles faced by the author, including:

1. Lack of experience in making applications so that it takes a long time to build.
2. The length of the hosting process that makes the application development neglected.
3. Lack of computer supplies so they have to wait for office employees to finish.

3.4.2 Solutions

Problem solving is done by discussing and then looking for ways to organize activities so that they are structured and can lead to comfort and smoothness of these activities.



BAB IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The objectives of this practical work are:

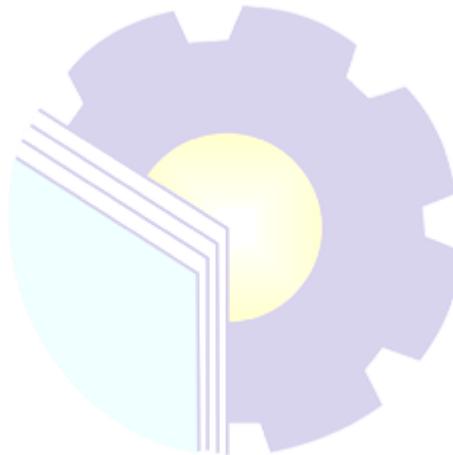
1. Apply the skills and knowledge that have been obtained in lectures at the Bengkalis Regency Library and Archives Service which of course has been carried out because every office work is one of the business administration courses.
2. Adding experience and knowledge during practical work at the Bengkalis Regency Library and Archives Service, of course a lot of experience has been obtained so that it gives a lot of insight such as following activities made by the library
3. To find out how to interact well in the Bengkalis Regency Library and Archives Service. this is an important component because I am an administration student I already know more or less how to socialize well.

4.2 Suggestions

The suggestions to be conveyed regarding the implementation of the Job Training and the tasks given are that in making archival applications there are still many shortcomings because those who are still learning have not been able to make the application in a perfect way so that it can still be developed again by the library and archives office of Bengkalis Regency, perfectly this archival application can be used by other agencies.

REFERENCE

- Maulida, H. N. (2016). Peran perpustakaan daerah dalam pengembangan minat baca di masyarakat. *IQRA: Jurnal Ilmu Perpustakaan dan Informasi (e-Journal)*, 9(2), 235-251.
- Khoirul, M., Tjendrowasono, T. I., & Riasti, B. K. (2013). Aplikasi Pengelolaan Data Kearsipan Pada Sekolah Menengah Atas Negeri 1 Mlonggo Jepara Berbasis Multiuser. *IJNS-Indonesian Journal on Networking and Security*, 4(3).



DAILY ACTIVITIES

PRACTICE WORK

DAY : Tuesday

DATE : 16 February 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	self introduction	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1		self introduction

DAILY ACTIVITIES

PRACTICE WORK

DAY : Wednesday

DATE : 17 February 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	see the performance of all members in the development section	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1		List of opd who have received invitation lett see the performance of all members in the development section

DAILY ACTIVITIES

PRACTICE WORK

DAY : Tuesday

DATE : 21 February 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	carry out reading workshops which are scheduled every Tuesday	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION

1		carry out reading workshops which are scheduled every Tuesday
2		Archival application creation process

DAILY ACTIVITIES

PRACTICE WORK

DAY : Tuesday

DATE : 23 February 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	make an important letter to the agency	Yana susilayani S.E	

NO	WORKING	INFORMATION
1		make an important letter to the agency

DAILY ACTIVITIES

PRACTICE WORK

DAY : Thursday

DATE : 25 February 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	learn how grons work to take a view	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1		learn how grons work to take a view



DAILY ACTIVITIES
PRACTICE WORK

DAY : Friday

DATE : 26 February 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	eat together to make the big day	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1		eat together to make the big day

DAILY ACTIVITIES

PRACTICE WORK

DAY : Monday

DATE : March 1, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
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1	carry out reading workshops which are scheduled every Tuesday	Yana susilayani S.E,M.E,Sy	
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NO	WORKING	INFORMATION
1		carry out reading workshops which are scheduled every Tuesday

DAILY ACTIVITIES

PRACTICE WORK

DAY : Tuesday

DATE : March 2, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	carry out reading workshops which are scheduled every Tuesday	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1		carry out reading workshops which are scheduled every Tuesday

DAILY ACTIVITIES

PRACTICE WORK

DAY : Wednesday

DATE : 3 March 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	giving doolpres to win questions and answers in bengkalis reading activities	Yana susilayani S.E	

NO	WORKING	INFORMATION
1		giving doolpres to win questions and answers in bengkalis reading activities

DAILY ACTIVITIES

PRACTICE WORK

DAY : Thursday

DATE : 4 March 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	creation of MOU agreement document	Yana susilayani S.E	

NO	WORKING	INFORMATION
1		creation of MOU agreement document

DAILY ACTIVITIES

PRACTICE WORK

DAY : Monday

DATE : 8 March 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	learn how the scan engine works	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1		learn how the scan engine works

DAILY ACTIVITIES

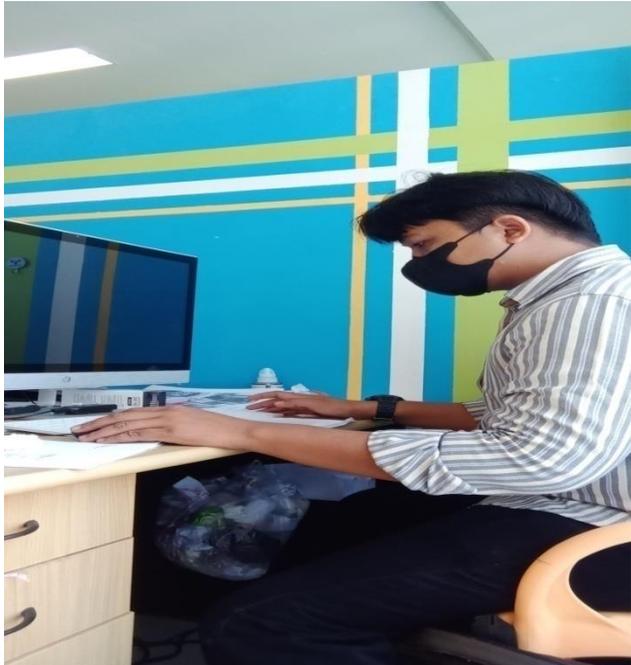
PRACTICE WORK

Wednesday

DATE : 10 March 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	continue the work of creating an archival application	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
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1		continue the work of creating an archival application
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DAILY ACTIVITIES

PRACTICE WORK

DAY : Tuesday

DATE : 30 March 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	MOU agreement letter that will be given to the Bengkalis State Polytechnic	Yana susilayani S.E	

NO	WORKING	INFORMATION
1	 <p>The screenshot shows a document with the following text:</p> <p>PERJANJIAN KERJA SAMA (MEMORANDUM OF UNDERSTANDING) POLITEKNIK NEGERI BENGKALIS DENGAN DINAS PERPUSTAKAAN DAN KEARSIPAN KABUPATEN BENGKALIS</p> <p>TENTANG KERJA SAMA PERPUSTAKAAN</p> <p>Nomor : /PL31/DN/2021 Nomor : /DIPERSIP-BKS/2021</p> <p>Pada hari ini, Selasa tanggal Dua puluh enam bulan Januari tahun Dua ribu dua puluh satu, bertempat di Bengkalis, yang bertanda tangan dibawah ini:</p> <ol style="list-style-type: none"> Nama : Johny Custer, S.T., MT Jabatan : Direktur Politeknik Negeri Bengkalis Alamat : Jl. Bathin Alam, Sungai Alam, Bengkalis, Riau Bertindak untuk dan atas nama Politeknik Negeri Bengkalis yang selanjutnya disebut PIHAK KESATU. Nama : Dr. H. Suwanto, S.Pd,M.Pd Jabatan : Kepala Dinas Perpustakaan dan Kearsipan Kabupaten Bengkalis Alamat : Jalan Pertanian, Senggoro, Bengkalis, Riau Bertindak untuk dan atas nama Dinas Perpustakaan dan Kearsipan Kabupaten Bengkalis, yang selanjutnya disebut PIHAK KEDUA. <p>PIHAK KESATU dan PIHAK KEDUA secara bersama-sama yang selanjutnya disebut PARA PIHAK, berdasarkan kewenangan dan jabatan masing-masing, terlebih dahulu menerangkan hal-hal sebagai berikut:</p> <ol style="list-style-type: none"> Bahwa PIHAK KESATU adalah perguruan tinggi yang menyelenggarakan pendidikan tinggi dan bergerak dalam pendidikan tinggi, penelitian, dan pengabdian kepada masyarakat; Bahwa PIHAK KEDUA adalah lembaga pemerintah nonkementerian yang melaksanakan tugas pemerintahan dalam bidang perpustakaan. <p>Atas dasar hal tersebut, PARA PIHAK sepakat untuk mengadakan "Nota</p>	<p>MOU agreement letter that will be given to the Bengkalis State Polytechnic</p>

DAILY ACTIVITIES

PRACTICE WORK

DAY : Wednesday

DATE : April 7, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	MOU letter of agreement to be given to STAIN Bengkalis	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1	 <p style="text-align: center;">PERJANJIAN KERJA SAMA (MEMORANDUM OF UNDERSTANDING) SEKOLAH TINGGI AGAMA ISLAM NEGERI BENGKALIS DENGAN DINAS PERPUSTAKAAN DAN KEARSIPAN KABUPATEN BENGKALIS</p> <p style="text-align: center;">TENTANG KERJA SAMA PERPUSTAKAAN Nomor : / Nomor : /DIPERSIP-BKS/2021</p> <p>Pada hari ini, Selasa tanggal Dua puluh enam bulan Januari tahun Dua ribu dua puluh satu, bertempat di Bengkalis, yang bertanda tangan dibawah ini:</p> <ol style="list-style-type: none"> Nama : Prof. Dr. H. Samsul Nizar, M.Ag Jabatan : Ketua STAIN Bengkalis Alamat : Jl. Lembaga, Senggoro, Bengkalis, Riau Bertindak untuk dan atas nama STAIN Bengkalis yang selanjutnya disebut PIHAK KESATU. Nama : Dr. H. Suwanto, S.Pd,M.Pd Jabatan : Kepala Dinas Perpustakaan dan Kearsipan Kabupaten Bengkalis Alamat : Jalan Pertanian, Senggoro, Bengkalis, Riau Bertindak untuk dan atas nama Dinas Perpustakaan dan Kearsipan Kabupaten Bengkalis, yang selanjutnya disebut PIHAK KEDUA. <p>PIHAK KESATU dan PIHAK KEDUA secara bersama-sama yang selanjutnya disebut PARA PIHAK, berdasarkan kewenangan dan jabatan masing-masing, terlebih dahulu menerangkan hal-hal sebagai berikut:</p> <ol style="list-style-type: none"> Bahwa PIHAK KESATU adalah perguruan tinggi yang menyelenggarakan pendidikan tinggi dan bergerak dalam pendidikan tinggi, penelitian, dan pengabdian kepada masyarakat; Bahwa PIHAK KEDUA adalah lembaga pemerintah nonkementerian yang melaksanakan tugas pemerintahan dalam bidang perpustakaan. <p>Atas dasar hal tersebut, PARA PIHAK sepakat untuk mengadakan "Nota</p>	MOU letter of agreement to be given to STAIN Bengkalis

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DAILY ACTIVITIES
PRACTICE WORK

DAY : Thursday

DATE : May 6, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	MOU agreement letter to be given to STIE Bengkalis	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
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1		MOU agreement letter to be given to STIE Bengkalis
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DAILY ACTIVITIES

PRACTICE WORK

DAY : Wednesday

DATE : 10 May 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	MOU agreement letter to be given to PT PERTAMINA Bukit Batu	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1		MOU agreement letter to be given to PT PERTAMINA Bukit Batu

DAILY ACTIVITIES

PRACTICE WORK

DAY : Wednesday

DATE : 23 June 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	continue working on archival applications	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1		continue working on archival applications

DAILY ACTIVITIES

PRACTICE WORK

DAY : Thursday

DATE : June 24, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	photocopy of important agency files	Yana susilayani S.E,M.E,Sy	

NO	WORKING	INFORMATION
1		photocopy of important agency files



**PEMERINTAH KABUPATEN BENGKALIS
DINAS PERPUSTAKAAN DAN KEARSIPAN
KABUPATEN BENGKALIS**

Jalan Pertanian No. TELP. (0766) 22637
BENGKALIS - 28712

SURAT KETERANGAN

Nomor : 041.1/DIPERSIP P3KM/2021/29

Bersama ini dengan hormat kami sampaikan bahwa nama, mahasiswa Politeknik Negeri Bengkalis di bawah ini telah melaksanakan kerja praktek (KP) di Dinas Perpustakaan dan Kearsipan Kabupaten Bengkalis pada bagian Pengembangan terhitung mulai tanggal 15 februari 2021 s/d 15 juni 2021 sebagai berikut :

No	Nama	NIM	Prodi
1	M. Mujahid Asfar Hayawi	5404171115	D-4 Administrasi Bisnis Internasional

Demikian surat keterangan ini dibuat dengan sesungguhnya, untuk dipergunakan seperlunya.

Bengkalis, 15 juni 2021
Kabid Pengembangan,

Hj. Yana Susila Yeni, SE., ME., Sy
NIP.197210252001122002

PENILAIAN DARI INSTANSI KERJA PRAKTEK
BAGIAN PENGEMBANGAN DI DINAS KEARSIPAN DAN PERPUSTAKAAN
KABUPATEN BENGKALIS

Nama : M. Mujahid Asfar Hayawi
NIM : 5404171115
Program Studi : D-4 Administrasi Bisnis Internasional
Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	68
2	Tanggung Jawab	25%	66
3	Penyesuaian Diri	10%	70
4	Hasil Kerja	30%	71
5	Perilaku Secara Umum	15%	75
Total Jumlah (1+2+3+4+5)		100%	

Keterangan :

Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik Sekali
66-70 : Baik
61-65 : Cukup Baik
56-60 : Cukup

Catatan :

ADA TUGAS INOVASI YA DIBERIKAN SELAMA MELAKUKAN
KP. TUGAS TSB BELUM DISELESAIKAN DITUJUKAN
MAKSMAL, MESKIPUN KR SURAH SELESAI
KAMUN TUGAS YA DIBERIKAN TUGAS
SELESAI DISERAHKAN KE DINAS PERPUSTAKAAN

Pembimbing :
KASUBAG PENGEMBANGAN,
DINAS KEARSIPAN DAN PERPUSTAKAAN
KABUPATEN BENGKALIS.

Hj. Yana Susilayani S.E, M.E,Sy
NIP.197210252001122002

mengetahui :
KEPALA DINAS KEARSIPAN DAN
PERPUSTAKAAN KABUPATEN
BENGKALIS.

Drs. H. SUWARTO, S.Pd., M.Pd
NIP.196908051989081001

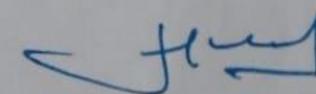


**CONSULTATION SHEET
STUDENT JOB TRAINING GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

Name : M. Mujahid Asfar Hayawi
Student Number : 5404171115
Place : Bengkalis Regency Regional Library And Archives Office
(Development Section)
Advisor : Hutomo Atman Maulana S.Pd.,M.Si

No	Day/Date	Revision	Advisor
1	Rabu / 4 agus	- tujuan KP itu sudah baku tinggal sesuai kan dengan pembaha sannya.	
2			
		ACC Seminar	

Bengkalis, Agustus 2021



Hutomo Atman Maulana S.Pd.,M.Si
NIP. 198908312018031001

