UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

SELANGOR PUBLIC LIBRARY
(RAJA TUN UDA LIBRARY)
SECTION 13, SHAH ALAM, SELANGOR

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Abstract

This industrial training report consists of 5 chapters and that are introduction, organization of information, industrial training activities, reflective writing and conclusion. Chapter 1 consists of background of organization, chapter 2 consist of departmental structure and function. While chapter 3 consists of training activities, other activities and special project. Chapter 4 consists reflective writing and the last chapter which is Chapter 5 is conclusion. In order to complete study, trainee needs to undergo 5 months of practical training in industry starting from 1 October 2020 until 28 February 2021. The library that has been selected by trainee is Perbadanan Perpustakaan Awam Selangor (PPAS). During five months of training, training got opportunity to learn library management at the library that was selected by the trainee. Training schedule has been prepared by the supervisor of the library. Besides that, student also learn to improve communication skills, learn to be more discipline and punctual. Last but 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 environment and also to be a good and better librarian in future.

Table of Contents

Declaration .....

Abstract i

Acknowledgement ii

Table of Contents iii

List of Figures iv

List of Tables vi

List of Appendices vii

Chapter 1: Introduction 1

Background of the Organization 2

Organizational Structure 17

Chapter 2: Organization Information 18

Departmental Structure 20

Department Function 25

Chapter 3: Industrial Training Activities 33

3.1 Training Activities 34

3.2 Special project 35

Chapter 4: Reflective Writing 75

4.1 Application of knowledge, skills and experience in undertaking the task 76

4.2 Personal thoughts and opinion 78

4.3 Lesson learnt 79

4.4 Limitation and recommendation 82

Conclusion 83

References 86

Appendices 87

List of Figures

Figure 1: Kuala Lumpur Book Club (1971) 2
Figure 2: PPAS New Building in Shah Alam (1986) 3
Figure 3: New Library Building in Section 13, Shah Alam (2011) 4
Figure 4: PPAS Mascot 6
Figure 5: PPAS Logo 7
Figure 6: Creative Zone 8
Figure 7: PPAS Organizational Chart 17
Figure 8: PPAS Management Chart 18
Figure 9: Organizational Chart of Development and Maintenance Division 20
Figure 10: Organizational Chart of Collection Development Division 21
Figure 11: Organizational Chart of Documentation/Cataloging Division 22
Figure 12: Organizational chart of Information Technology & Knowledge Management Division 23
Figure 13: Organization chart of Library customer service 23
Figure 14: Organizational chart of Library Customer Service & Research and Reference Division 24
Figure 15: Floor plan library design from top view 37
Figure 16: Floor plan library design from edge side view 37
Figure 17: Library design progress work in 3D from top view 38
Figure 18: Library design progress work in 3D from edge side view 38
Figure 19: Work Flow Procedure in Collection Development Unit 41
Figure 20: Books that has been stamped by the trainee 42
Figure 21: Work progress by the trainee 43
Figure 22: Trainee has pasted barcode label, stamp and fill workflow slip 43
Figure 23: Facebook live of Webinar: Pemikiran Jogjakarta 44
Figure 24: Facebook live of Webinar: Pemikiran Jogjakarta shows the differences of western and eastern philosophy 44
Figure 25: Trainee joined Facebook live on exploration programme digital by Mr.Nabeel Ismay 45
Figure 26: Trainee's progress of key in the data into Virtua system to get BIB ID number 45
Figure 27: New material input guide 46
Figure 28: Trainee's progress of key in the data into Virtua system to get BIB ID number 46
Figure 29: Book processing in Perpustakaan Raja Tun Uda 47
Figure 30: Data entry manual for new materials 48
Figure 31: Data entry manual for new materials 48
Figure 32: Data entry manual for new materials 49
Figure 33: Example of bibliographic records 49
Figure 34: Bibliographic Records for BIB ID 50
Figure 35: Mrs. Norhafizah showing supplier list and field code files to the trainee 52
Figure 36: Mrs. Norhafizah taught the right way to use Microsoft Excel and explained the functions to the trainee 52
Figure 37: The progress of key in the data of supplier list and field code using Microsoft Excel by the trainee 53
Figure 38: Digitization room where the trainee does the task 55
Figure 39: Scanning book process of every each of page on the scanner 56

Figure 40: Learning lesson on how to make framewire/sketches of layout poster by Mr. Saief El Taoufiq 56
Figure 41: One of the example poster design regarding information technology that shown by Mr. Saief El Taoufiq 57
Figure 42: Framewire/ sketches of three poster design done by the trainee regarding issue that related with information technology 57
Figure 43: Second poster design regarding information technology issue: '5 Langkah Laptop Hindar Virus' was chosen to be exhibited 58
Figure 44: Second poster design regarding information technology issue: '5 Langkah Laptop Hindar Virus' situated at near lift of the library at ground level 58
Figure 45: The figure shows bibliographic record of one of the books that trainee was assigned to key in those bibliographic record into Microsoft excel. 60
Figure 46: Figure shows a few lists of books title, call number, category and price of the contribution books lists 61
Figure 47: Trainee doing the progress of key in data or books information (books title, call number, category, price and justification for 2020 disposal and contributions books lists. 61
Figure 48: Books that need to be stamp for the purpose of donation and dispose 62
Figure 49: Segregation of books which still in good condition for donation 62
Figure 50: Segregation of books which in bad condition for dispose 63
Figure 51: Several newspapers cutting of reference and research unit sections arranged according by different title and year 64
Figure 52: Several newspapers cutting of reference and research unit sections 64
Figure 53: Poster of BooksFly2U service 66
Figure 54: Poster of BooksFly2U service which display at health boosting foods and food preparation books 66
Figure 55: Cataloguing input sheet 68
Figure 56: Piles of book before weeding process 69
Figure 57: Special project poster 71
Figure 58: Digitization scanner machine 72
Figure 59: Metaverse logo 73
Figure 60: Digital book front page 73
Figure 61: Metaverse artboard work 73
Figure 62: Metaverse Quiz front page 74