

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

FOREST RESEARCH INSTITUTE MALAYSIA (FRIM)
LIBRARY, 52109 KEPONG,
SELANGOR DARUL EHSAN, MALAYSIA.

Prepared By
NATHA BINTI MD YUSOF

2018208148
IM244

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Abstract

This report describes the internship I spent at the Forest Research Institute Malaysia (FRIM). The main objective of the Internship Report is to fulfil the partial requirements for course Industrial Training (IMC690) for Bachelor of Information Science (Hons.) Library Management. It is the output of the five (5) month long internship in the FRIM Library.

An internship is a great way to gain hands-on experience with any real-world idea. Internships put theory and experience together in every field of study. Therefore, it clarifies the students' theoretical concepts, which might not be achievable through teaching sessions and follow-up tests.

After completing the internship programme, I gained ample experience in the acquisition, collection, and distribution of library reading materials, as well as managerial activities, reference services, and the preservation of old manuscripts, which I have outlined in various chapters of the report. There are also some observations from my viewpoint that I feel would be useful to the authority in improving the FRIM Library.

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Chapter 1: Introduction

1.1 Background of the Organisation

1.1.1 Introduction

According to Young (1983), library can be defined as an assortment of information resources in a variety of formats that is sorted out by information professionals. This definition can be supported by Martin (2003) which he claimed that the experts offer convenient physical, computerized, bibliographic, or scholarly access also focused on targeted services and programs. Generally, from the Latin *liber*, meaning “book”. While in Greek and Roman languages, the corresponding term is *bibliotheca*. For Forest Research Institute of Malaysia (FRIM) Library is categorized as a special library. According to ISO 2789, special library is an independent library that covering a particular field, discipline, or special interest. Furthermore, the “special library” term fundamentally meaning to serve particular category of clients, or basically libraries supported by an association to serve its own business-related objectives.

1.1.2 Forest Research Institute of Malaysia (FRIM) history

Forest Research Institute Malaysia (FRIM) is one of the main organizations in tropical forestry service research in the world. Established in 1929, the previous Forest Research Institute then turned into an undeniable legal body, administered by the Malaysian Forestry Research and Development Board (MFRDB) which under the Ministry of Primary Industries, in 1985. The new FRIM Act was introduced on 1 October 2016 and the MFRDB was replaced with four additional representatives from the private sector by new members of the Institute to assist in its commercialisation efforts. After the 14th General Election in 2018, the Natural Resources and Environment (NRE) was rebuilt to shape the Ministry of Water, Land and Natural Resources (KATS) and in March 2020, KATS was revamped to frame the Ministry of Energy and Natural Resources (KeTSA).

The Institute sits on a 545-ha site adjacent to the Bukit Lagong Forest Reserve in the Kepong municipality, 16 km northwest of Kuala Lumpur. FRIM was awarded the MS ISO 9001:2015 certification starting 2017. It was gazetted as a Natural Heritage Site

on 10 February 2009 under the National Heritage Act 2005, and officially declared as a National Heritage on 10 May 2012. FRIM is working towards attaining the recognition as a UNESCO World Heritage Site. Its nomination to be included into the Tentative List of the UNESCO World Heritage Sites was accepted at the 41st World Heritage Committee (WHC) Meeting held in Krakow, Poland on 7 July 2017. The Institute is led by Dr Khali Aziz Hamzah as its Director General.

1.1.3 Vision and mission

Vision

To provide leadership in advancing the country's tropical forestry research, development, commercialisation, and application.

Mission

To intensify R&D, engage community for benefit sharing, enhance technology transfer and strengthen science-based knowledge in addressing local and global forest-related issues affecting the country's biodiversity, environment, and industries.

1.1.4 Objectives

- To generate scientific knowledge for the understanding, management, conservation and use of forest resources.
- To achieve excellence in research and development through the use of the latest scientific equipment.
- To study biodiversity to produce useful products through intensive research and development.
- To develop related technology to fulfil the needs of the forestry industry.
- To package research and development findings for dissemination to clients.

1.1.5 Functions

The main functions of FRIM are:

- Planning and implementing research for the development of the forestry sector and conservation of forest resources.