



UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN MELEWAR  
INSTITUT PENDIDIKAN GURU KAMPUS RAJA  
MELEWAR  
JALAN SIKAMAT, 70400 SEREMBAN  
NEGERI SEMBILAN

Prepared By

NUR AQILAH BINTI ABDUL MALEK

2017603906

IM244 - BACHELOR OF INFORMATION SCIENCE (HONS)

LIBRARY MANAGEMENT

1 AUGUST 2019 - 31 DECEMBER 2019

## **ABSTRACT**

Industrial training is one of the compulsory study requirements in order to fulfil students to old a degree. It is a challenge to anyone who involved on it. I had been chosen to do an internship at academic library which Perpustakaan Melewar, IPGKRM Negeri Sembilan. I have been there for five month starting 1 August 2019 until 31 December 2019.

Perpustakaan Melewar IPGKRM is one of the great mechanisms to the students in order to acquire and gains a high quality of knowledge. It is also suitable place for Information Management's students to have the practical training. The report of this practical training consists four chapters which are introduction, organizational information, industrial training activities and industrial training reflection. Main inputs of this report are from chapter 3 and chapter 4. Basically, our lecturer will evaluate our work and presentation. we can recommend what the library can do for improvise their facilities and services of library.

## TABLE OF CONTENT

Declaration .....	ii
Abstract.....	iii
Acknowledgement.....	iv
Table of Content.....	v
List of Figures.....	vi
Chapter 1: Introduction .....	2
Background of the Organization .....	3
Organizational IPGKRM.....	6
Logo IPGKRM.....	7
Vision, Mission & Goals.....	8
Organizational Structure.....	9
Library collections.....	12
Rules & regulation.....	16
Chapter 2: Organization Information	
Department Function.....	18
Chapter 3: Industrial Training Activities	
3.0 Training Activities.....	27
3.1 Special project.....	42
Chapter 4: Industrial Training Reflection	
4.1 Application of knowledge, skills and experience.....	46
4.2 Personal thoughts and opinion.....	48
4.3 Lesson learnt.....	48
4.4 Limitation and recommendation.....	49
CONCLUSION.....	50
REFERENCES.....	51
APPENDICES.....	52

## LIST OF FIGURES

Figure 1 Front building of IPGKRM .....	2
Figure 2 Inside of Library IPGKRM.....	5
Figure 3 Organizational chart .....	6
Figure 4 Logo of IPGKRM .....	7
Figure 5 Entrance of Perpustakaan Melewar .....	9
Figure 6 Organization chart of Perpustakaan Melewar.....	11
Figure 7 Textbooks .....	12
Figure 8 Red Spot Room .....	13
Figure 9 Open Shelves Collection .....	13
Figure 10 Magazines Collection .....	14
Figure 11 Bulletin .....	15
Figure 12 Electronic database collection .....	15
Figure 13 Operation hours.....	16
Figure 14 Perpustakaan Melewar.....	18
Figure 15 Perpustakaan Melewar Counter .....	24
Figure 16 Counsellor.....	28
Figure 17 Interface of ILMU System .....	29
Figure 18 Stamp, record the books and put the security stripe .....	31
Figure 19 Cataloging work slip.....	31
Figure 20 Book label printing.....	33
Figure 21 Spine label printing.....	33
Figure 22 IPGKRM Book Exhibition .....	34
Figure 23 The prize .....	34
Figure 24 Management Meeting Library Committee.....	35
Figure 25 Audit MS ISO 9001 : 2015 .....	35
Figure 26 Visiting from IPGM Rector, IAB Director and VIP .....	36
Figure 27 Example of Memo.....	38
Figure 28 With Chief of USIM Library .....	38
Figure 29 Preparation for backdrop.....	39
Figure 30 The competition.....	39
Figure 31 Slide presentation .....	40
Figure 32 Weeding process.....	40
Figure 33 ISBN Application Form .....	41
Figure 34 Recite Yassin.....	41
Figure 35 Rules & Duration of borrowing library materials .....	42
Figure 36 DBD Poster .....	43
Figure 37 Request book form (QR Code) .....	43
Figure 38 QR CODE .....	44
Figure 39 Return book form (QR Code).....	44
Figure 40 Book Drop Machine .....	44

## 1.0 INTRODUCTION OF ORGANIZATION

Being an insightful institution, IPG Raja Melewar Campus is equipped with a host of facilities including hostel, surau, cafeteria, teaching and learning facilities such as lecture rooms, lecture halls, computer labs, resource centres and sports facilities, such as gyms, courts and playgrounds. To fulfil the aspiration of the campus state was declared Sports IPG by 2011 by YAB Deputy Prime Minister Tan Sri Muhyiddin Yasin to produce excellent human capital as a coach in the effort to produce world class athletes.

As a teaching institute that will produce graduates, IPG Campus Raja Melewar is always committed to ensuring that the programs implemented are in line with the needs of the education sector and are able to produce potential educators who can fulfill the aspirations of the State. Before this, IPGKRM is brilliant under Dr.'s leadership Haji Nizam bin Abd. Latib but right now has been lead by new leadership who is Dr. Mazlan bin Aris. Both of them always refreshed with challenging and update ideas to motivate all staff and students under his leadership in order to enhance the level of excellence of service with dedication and integrity.



*Figure 1* Front building of IPGKRM