

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TUN ABDUL RAZAK
UNIVERSITI TEKNOLOGI MARA SELANGOR,
KAMPUS PUNCAK ALAM
42300 BANDAR PUNCAK ALAM, SELANGOR DARUL EHSAN**

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ABSTRACT

The purpose of this documentation is to report all activities conducted by the trainee during Industrial Training for about 5 months at the Perpustakaan Tun Abdul Razak UiTM Kampus Puncak Alam, Selangor. This report encompasses the experience in handling daily tasks and undertakes special projects provided by the organization during 5 months industrial training. From this report, it can measure how far the trainee understands and uses what they learn throughout the industry. This report is written in detail and activities are classified into categories to make it clearer and easier to understand

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I feel so happy because I learnt something new, got new experiences working in library field and gain new knowledge that I cannot get during my study in university. All this really help me to improve myself better in future.

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CHAPTER 1

1.0 INTRODUCTION

The establishment of Perpustakaan ITM started after Dewan Latihan RIDA at Jalan Othman, Petaling Jaya have been published. At the starting, it well known as Perpustakaan RIDA which consist Book Keeping course material, Account, and Preparatory Course for London Chamber of Commerce (LCC) Exam.

At the beginning, all library-related work operations only operate in rooms located on the first floor of the Bahagian Pentadbiran Dewan Latehan RIDA. Then, the library has moved to the ground floor at Bahagian Pentadbiran Dewan Latehan RIDA for accommodate the addition of collections and patrons.

In 1965, the library has been exchange to Perpustakaan Maktab MARA in conjunction of the Dewan Latihan RIDA to Maktab Latihan RIDA, and it was the first time for Perpustakaan Maktab MARA have been administered by someone who expert in library science. The librarian position was hold by Puan Rugayah bt Abdul Rashid who graduated from University of Hawaii in Library Science field.

The library's collection at that time was ranging from books, journals, magazines, newspapers, and other publications that are available in English publications issued abroad.

In October 14, 1967, again, Maktab MARA has been changed to Institut Teknologi MARA (ITM). In a short time, the ITM campus of Jalan Othman has been experiencing