

UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

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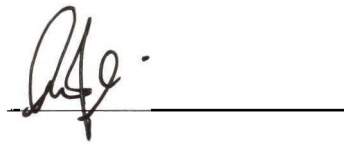
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BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY  
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**DECLARATION**

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**ABSTRACT**

The purpose of this documentation is to report the activities during Industrial Training for five months in Tuanku Bainun Library (PTB). The reports include daily task assigned to the trainee by each department such as customer and collection, cataloging, acquisition, academic support, administration and library automation and conduct the activities. This report has included about special project which is make a research about services library through perception user about Reader Advisory service. The purpose for this special project is to know about feedback the user perception of Reader Advisory service provided in the library such as OPAC search and source of information in the database, research consultation, interlibrary loan, student status and indicator location material.

## **ACKNOWLEDGEMENT**

Assalamualaikum

Firstly, all praises to Allah in blessing me in finishing Industrial Training and this report on the exact day. After been through many ups and down to finish this report, I hope I had given the best result. Other than that, I would like to state an appreciation to thank everyone who has helped me whether it was directly or indirectly. Special salutation goes to Mrs Siti Sumaizan bt Ramli as my industrial supervisor who has given the best knowledge that he could and exposed me with new levels of experiences. Not to forget, a great appreciation to Tuanku Bainun Library for giving me this opportunity in industrial Training roughly for five months in their organization. Other than that, I would like to thank to my family members for giving me the fullest support in terms of moral and financial to make sure I complete this project and industrial training. Special thanks to Mr Zailani bin Shafie as my lecturer of supervisor in pouring all attentions that I need in completing my project and this report accordingly to the right specifications. The best appreciate to Mr Mohd Faizal bin Mohd Ramsi , the industrial training coordinator, for guiding me to the right path in completing this Industrial Training excellently .Last but not least, thanks to all my friends who has given the best support during my hard times and to share their knowledge, ideas and opinions to improve my report writing and the special project.

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