

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

MALAYSIAN PRIME MINISTER OFFICE'S LIBRARY & GALLERY

PRIME MINISTER OFFICE

Prepared By:

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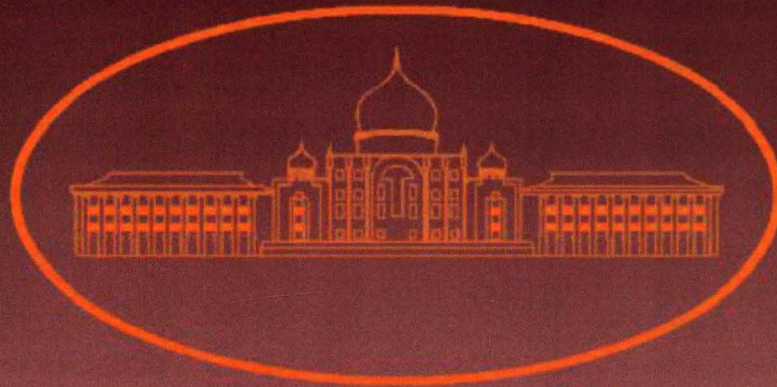
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DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

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ABSTRACT

All bachelor degree students are required to undergo industrial training for five months as part of their curriculum to complete their degree for the Bachelor of Information Science (Hons) Library Management (IM244). The attachment will be during the 7th semester of their study. For my industrial training, I did it at Malaysian Prime Minister

Office's Library and Gallery. For the past five months undergoing the industrial training, I have gained a lot of knowledge and experience on how to manage library materials as well as how the administration of a library is done. Malaysian Prime Minister Office's Library and Gallery is a great place to undergo industrial training because it gave the opportunity to improve one cataloging skill and provide extra knowledge on the fields of librarianship. Throughout this industrial training report, it will contain all the information regarding Malaysian Prime Minister Office as well as Malaysian Prime Minister Office's Library and Gallery as a knowledge provider organization. Other than that, this report will also contain what activity and task that I have go through during the industrial training. At the end of this report, there will be a conclusion about what have I gained throughout this industrial training such as experience, knowledge, as well as my personal thoughts and recommendations.

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