

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TUNKU TUN AMINAH,
UNIVERSITI TUN HUSSEIN ONN,
86400 PARIT RAJA, BATU PAHAT,
JOHOR DARUL TAKZIM.**

NURMAIZATUL NADIAH BINTI AHMAD ZAWAWI

2015293428

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA

REMBAU, NEGERI SEMBILAN

AUGUST 2018 - DECEMBER 2018

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.

Signed by



NAME: NURMAIZATUL NADIAH BINTI AHMAD ZAWAWI

STUDENTS ID: 2015293428

DATE OF SUBMISSION: 09th JANUARY 2018

ABSTRACT

The Industrial Training is a subject IMC690 for every student Part 7, Bachelor of Science in Information Studies (Hons.) Library and Information Management to fulfil this subject with prepared the industrial training report before finishing their degree. The industrial training report contains the activities for every departments in the industry they applied, special projects, knowledge gained, personal thought, lesson learnt, and the limitations and recommendations. This task need to be finished during 5 months internships in the Tunku Tun Aminah Library. In this report, it is contain the background of Tunku Tun Aminah Library, services, facilities, special collections, the organizational structure in the library, and organization information such as the departmental structures and these functions. The reports also have all the details of the activities and program have been done in the Tunku Tun Aminah Library from August until December.

ACKNOWLEDGEMENT

At the very beginning, I would like to express my deepest gratitude to Almighty Allah for giving me the opportunity and strength to complete this industrial training from August 2018 until December 2018. During in practical training there are a lot of lesson and knowledge that I learn and get from the library as an internship students.

First and foremost, I would like to express deepest thanks to Encik Mohd Noor Hasman Bin Mohd Tumari, the Librarian at the Tunku Tun Aminah Library for giving me the opportunity in this organization to do the practical training for 5 months. He also give me a lot of helped and advice during the practical training, I also want to thank him for guide me and sharing some tips to me how to manage and handle some situation in the workplaces.

Then, I convey my sincere gratitude to my lecturer, Madam Faddliza Binti Mohd Zaki, as a my supervisor for the Internship for spent her time to visit me at the Tunku Tun Aminah Library and also asking me about the environment and the progress during the practical training in the library. I am also thank to her for giving me the guidance and tips to write up the better report skills from the beginning till the end.

Last but not least, my special gratitude and thanks to my parents Ahmad Zawawi Bin Sukeni and Rosleza Binti Adam and my family members for their unwavering support and encouragement to complete this study. Besides that, thank you to all the librarian and also all library staff of Tunku Tun Aminah for their sincere cooperation and giving me the enjoyable situations and always help and support me for 5 month training.

TABLE OF CONTENT

NO	TITLE	PAGE
1	Title page	i
2	Declaration	ii
3	Abstract	iii
4	Acknowledgement	iv
5	Table of Contents	vi
6	List of Tables	xiii
7	List of Figures	xiv
8	List of Appendices	xix
9	CHAPTER 1 : INTRODUCTION 1.0 OVERVIEW OF INDUSTRIAL TRAINING 1.1 Introduction 1.2 Objectives of the Industrial Training 1.3 Background the Industrial Training 1.3.1 Tunku Tun Aminah Library (PTTA) 1.3.2 Vision, Mission And Objectives 1.3.3 Organizational Chart Library 1.3.4 Floor Plans 1.3.5 Address of Tunku Tun Aminah Library 1.3.6 Rules and Regulations 1.3.6.1 User Rules 1.3.6.2 General Rules 1.3.6.3 Room Usage Rules 1.3.6.3.1 Seminar Room (Leastari) 1.3.6.3.2 Iqra Room (Carrel Room) 1.3.6.3.3 Hikmah Room (Discussion Room) 1.3.6.3.4 Eksplorasi Room (Discussion Room) 1.3.6.3.5 Al-Jazari (Auditorium) 1.3.6.3.6 24 Hours (Reading Room) 1.3.6.3.7 Al-Shirazi Scholar Room (Post Graduate Room)	2