



UNIVERSITI  
TEKNOLOGI  
MARA

UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN NEGARA MALAYSIA  
232, JALAN TUN RAZAK, 50572 KUALA LUMPUR  
MALAYSIA


Prepared by:  
SITI FATIMAH BINTI TOMAS  
20152833364

BACHELOR OF INFORMATION SCIENCE (HONS)  
LIBRARY MANAGEMENT

## 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



SITI FATIMAH BINTI TOMAS

2015283364

Date of submission: 9HB JANUARY 2019

## ABSTRACT

This professional training report was done as one of the requirement when the trainee staff completed her attachment with the industry/organization. The report explain on the activities done by the trainee staff during her (5) five months attachment from 1<sup>st</sup> August 2018 until 31<sup>st</sup> December 2018. Trainee staff is a lecturer from Faculty of Information Management, UiTM Negeri Sembilan, Rembau Campus. The professional training was done at National Library of Malaysia (PNM) by focusing in four (4) division/department. These four department is Bahagian Pembangunan Modal Insan (BPMI), Bahagian Penyelidikan Perpustakaan (BPP), Pusat Bibliografi Negara (PBN) dan Bahagian Pinjaman (BPMJ). These division were requested by the trainee staff as they provide skills needed by the trainee staff. Furthermore, by going for an attachment at national library, trainee staff learned and gained a lot of information and knowledge that can be applied in her teaching task in the future.

## ACKNOWLEDGEMENT

Alhamdulillah, all praise to Allah s.w.t that I finally manage to complete my 5 month of Industrial Training here at National Library of Malaysia. It was a big honour for me to be given the opportunity to undergo my internship here at the Perpustakaan Negara Malaysia and I was considering myself as lucky to be an intern in this place for 5 month. I also feel so grateful to be a part of this organization and meet so many wonderful people who led me through this internship period.

I want to thank to my Academic Supervisor, Madam Noor Faraliza binti Samsudin for her help and guidance. Even though she was super busy and was teaching student at UiTM Rembau, she still be able to come and visit us on 8 November 2018 to look for us. Her endless support and encouragement were very useful for me as it kept motivated me to finish my internship programme until the end.

Bearing in my mind, that I am using this opportunity to express my deepest gratitude and special thanks to my Industrial Supervisor, Ms Ima Eryanty bt Abd Manaf for always been there by my side and supporting us during all this time of internship programme.

On the other hand, I also want to say thanks and gratitude to Ms Izlin binti Ahmad and also to Mr Mohd Shah bin Md Kassim, BPMI officers for always giving necessary advice and very supporting for us for all this time.

## TABLE OF CONTENT

NO.	CONTENT	PAGES
1.	DECLARATION	1
2.	ABSTRACT	2
3.	ACKNOWLEDGEMENT	3
4.	TABLE OF CONTENT	4
5.	LIST OF TABLES	5
6.	LIST OF FIGURES	6
7.	LIST OF APPENDICES	7
8.	CHAPTER 1: INTRODUCTION	8
	BACKGROUND IN THE ORGANIZATION	9-16
	ORGANIZATIONAL STRUCTURE	17
9.	CHAPTER 2: ORGANIZATION INFORMATION	18
	DEPARTMENTAL STRUCTURE	18
	DEPARTMENT FUNCTION	19
10.	CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	20
	3.1. TRAINING ACTIVITIES	21-25
	3.2. SPECIAL PROJECT	26
	3.3. OTHER ACTIVITIES	30
11.	CHAPTER 4: INDUSTRIAL TRAINING REFLECTIONS	
	4.1 APPLICATION OF KNOWLEDGE (KNOWLEDGE GAINED)	38
	4.2 PERSONAL THOUGHT AND OPINION	39
	4.3 LESSON LEARNT	40
	4.4 LIMITATION AND RECOMMENDATION	41
12.	CONCLUSION	44
13.	REFERENCES	45
14.	APPENDICES	46-50