



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

TUN SERI LANANG LIBRARY
UNIVERSITI KEBANGSAAN MALAYSIA
43800 BANGI,
SELANGOR DARUL EHSAN.

Prepared By

UMMI NOR ATIKAH BINTI ABDULAZIZ
2012788559

BACHELOR OF INFORMATION SCIENCE (HONS)
RESOURCE CENTER MANAGEMENT
IM247

2ND FEBRUARY 2015 - 30TH JUNE 2015

DECLARATION

I hereby declare that this is my original work. I have not copied from any other of 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.

Signed by



Ummi Nor Atikah Bt Abdul Aziz

2012788559

Date of submission: 8th July 2015

ABSTRACT

This industrial training report is describing about my experience in doing my internship session at Perpustakaan Tun Seri Lanang, UKM Bangi, for 5 months starts from 2nd February 2015 until 30th June 2015. The first chapter of this report is talk about the organization of the industrial training. There is background of the organization, vision, mission, functions, organizational chart, etc. Besides, the readers also will get to know the collections and facilities provided by the library. On the second chapter is about the departmental structure, objective, and functions of each unit in the library. On chapter 3, there are detailed explanations about all the training activities and special project that have been done during industrial training. The last chapter of this report are talking about the experience, knowledge and skills, the lesson that has learned and also some limitations and recommendation for a better improvement.

Keywords: industrial training Perpustakaan Tun Seri Lanang

ACKNOWLEDGEMENT

Bismillahirrahmanirrahim

Assalamualaikum w.b.t

Alhamdulillah for all that Allah swt has granted us, for every creation, for every breath that we are breathing. I am very thankful that I am still alive today and able to pursue my dreams and study in UiTM with the best teachers and academic curricular. Firstly, I would like to express my most heartfelt gratitude to my parents and family who have never stopped supporting me during my 5 months of internship. I also want to thank my industrial supervisor, Puan Hamidah Erman for the guidance and give a lot of knowledge regarding on my training activities for 5 months at PTSL, UKM. Besides, I want to thank all the staff of acquisition unit and all staff of PTSL for helping me from earlier to the end. Not to be forgotten, to Puan Hafsah Mohd, Chief Librarian of PTSL, and Puan Rosnah Suliman, Senior Deputy Chief Librarian for accepted me as industrial trainee at PTSL. Not forgotten to my faculty supervisor, Encik Ridzuan Ibrahim, who is responsible for guiding in preparing the report. Lastly is, a big thanks to all my industrial training friends, Mohammad Izham Bin Bharudin, Mohamad Asrul fikri, Nur Aliah Bt Ruzalan, Ain Athirah Bt Mohd Idram, Suhailah Bt Che Sulong, and Raihan Izzati Abd Halim who are always sharing the information and knowledge with me. Thank you very much.

Regards,

Ummi Nor Atikah Bt Abdul Aziz

2012788559

TABLE OF CONTENT

NO	CONTENT	PAGE
1	Declaration Abstract Acknowledgement List of table List of figures List of appendices	ii iii iv v vi vii
2	Chapter 1: Introduction 1.1 Background of UKM 1.2 Background of the Organization 1.3 Organizational structure	 1-2 3-12 13
3	Chapter 2: Organization information 2.1 Administration and Quality Unit 2.1.1 Organization Chart of Administration and Quality Unit 2.1.2 Function of Organizational Chart of Administration and Quality Unit 2.2 Acquisition Unit 2.2.1 Organization Chart of Acquisition Unit 2.2.2 Objective of Acquisition Unit 2.2.3 Function of Acquisition Unit 2.3 Cataloging Unit 2.3.1 Organization Chart of Cataloging Unit 2.3.2 Objective of Cataloging Unit 2.3.3 Function of Cataloging Unit 2.4 System and Information Technology Unit 2.4.1 Organization Chart of System and Information Technology Unit 2.4.2 Objective of System and Information Technology Unit 2.4.3 Function of System and Information Technology Unit 2.5 Journal Management and Binding Unit 2.5.1 Organization Chart of Journal Management and Binding Unit	 14 15 16 17 17 18 19 19 20 21 21-22 23