



UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN AL-BASUTI
INSTITUT PENDIDIKAN GURU
KAMPUS SULTAN MIZAN**

**22200 BESUT
TERENGGANU DARUL IMAN**

Prepared By

NORHASNI BT HASSAN

2016652372

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

1ST AUGUST 2018 - 31 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



Your Full Name Norhasni Bt Hassan

Matrix No. 2016652372

Date of submission: 09 January 2019

ABSTRACT

My industrial training report was contained the trainee experience during practical training for 5 month at Institute Pendidikan Guru Malaysia. This report contains 5 chapters such as chapter 1 for introduction, chapter 2 for organization information, chapter for industrial training, chapter 4 for reflective writing and the last one chapter 5 for conclusion.

TABLE OF CONTENTS

DECLARATION.....	ii
ABSTRACT.....	iii
TABLE OF CONTENTS	iv
ACKNOWLEDGEMENT	v
LIST OF FIGURES.....	vi
LIST OF APPENDICES.....	vii
CHAPTER 1: INTRODUCTION.....	
1.1 INSTITUTE PENDIDIKAN GURU MALAYSIA.....	1-2
1.2 AL-BASUTI LIBRARY.....	3-6
1.3 ORGANIZATION CHART OF IPGM.....	7
1.4 AL-BASUTI LIBRARY ORGANIZATIONAL STRUCTURE.....	8
CHAPTER 2: ORGANIZATION INFORMATION.....	
2.1 CATALOGUING DEPARTMENT.....	9
2.2 CIRCULATION DEPARTMENT.....	10
2.3 ACQUISITION DEPARTMENT.....	11
2.4 REFERENCE DEPARTMENT.....	12
2.5 LIBRARY COLLECTIONS.....	13-14
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES.....	
3.1 TRAINING ACTIVITIES.....	15-33
3.2 SPECIAL PROJECT.....	34-63
CHAPTER 4: REFLECTIVE WRITING.....	
4.0 KNOWLEDGE GAINED.....	64
4.1 PERSONAL THOUGHT AND OPINION.....	65
4.2 LESSON LEARNT.....	67-68
4.4 LIMITATION AND RECOMMENDATION.....	69
CHAPTER 5: CONCLUSION.....	
5.0 CONCLUSION.....	70

ACKNOWLEDGEMENT

Bismillahirrahmanirahim...

I feel grateful today I have settled my assignment with good and successfully. I also feel thankful because you give me time to completely my assessment.

Firstly, i want to give my appreciate to my lecturer Madam Intan Nurbaizura for your help to make this assignment. I successfully managed to do this.

End of this, I would like to thank those involved directly or otherwise in the course of work.
Thank you.