

## UNIVERSITY TEXTOLOGI MANA FACCITY OF INFORMATION MANAGEMENT

SICUSTRIAL TRAINING REPORT

DANGRENT SULTAN TAINEL ABIDIN (DAISTA) LIBRARY, SONS BADAN GAMPUS, 21300 KURLA NERUS, TERENGRANS

FRIFARED DY

OHE WAS MARKILA BAST ONE WAS AFFERD

2015154677

BACHELOR OF IMPORNATION SCIENCE (MOMS.)

LIERARY MARKEMENT

03 FERRUARY - 20 JUNE 2019

## **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
Matrix No.

Date of submission:

**ABSTRACT** 

Library profession is specialized and technical in nature and so industrial training for the

library science students must have both the elements of theory and practical skills

incorporated. The industrial training is the student learns, practice and exposes the real

working environment. Industrial training can be known as practical training. From practical

training, student also learns about the ability to working under pressure, work ethics, and

demands of the organization. Usually, practical training has supervision from the staff of the

organization. In order to fulfil the requirements of IM 244 program, this training is

requirement from the University Technology MARA (UiTM) for student of final year in

Bachelor of Information Science (Hons.) Library Management. This paper will present about

industrial training at Library of Universiti Sultan Zainal Abidin (UniSZA) Campus Gong

Badak, Kuala Terengganu that have been approved by the Office of Registration of Universiti

Sultan Zainal Abidin (UniSZA). Student must undergo and carried out this industrial training

for five months, started from 03 February 2019 until 30 June 2019.

Keywords: Library profession, Industrial training, Practical training,

## **ACKNOWLEDGEMENT**

Assalamualaikum w.b.t

Alhamdulillah, First of all, I would like to thank God, give thanks to the divine mercy and grace period, the life energy that was given to me to complete this industrial training report. I feel thankful to the Almighty for the blessing given to me to complete this industrial training report.

I would like to dedicate this award to my Industrial Training (IMC690) lecturer, Sir Mohd Ridzuan Bin Ibrahim who helped me in completing this report. The understanding encouragement and continuous support from his throughout the duration of fulfilling this assignment are most appreciated.

I am using this opportunity to express our gratitude UniSZA Library who supported throughout the course of this project. I am very thankful for their aspiring guidance, invaluably constructive criticism and friendly advice during the project work. Million thank also wish to all practical member because of their help. They always give ideas and have made valuable comment suggestions on this assignment which gave an inspiration to improve an assignment in many ways. Thanks to all the people for their help directly and indirectly to complete my assignment.

Last but not least, may this assignment helps to score on getting the higher pointer for this semester. In addition, hopefully this task would help to fulfil our mission in becoming a successful student at Universiti Teknologi Mara, Campus Rembau.

## **TABLE OF CONTENT**

INDUSTRIAL TRAINING BRIEF
CHAPTER 1: INTRODUCTION
1.1 Organization's background 1.1.0 Historical and background of UniSZa
1.2.6UniSZA Library Organzational Chart1.41.2.7Library General Rules1.51.2.8Library Membership1.71.2.9Library Operating Hours1.91.2.10Library Collection.201.2.11UniSZA Library Service.21.2.12Facilities.24
CHAPTER 2: ORGANIZATION INFORMATION
2.1 UniSZA Library Organizational Structure332.2 Library Planning and Development Division (BPPP)352.3 Technical Management Division (BPT)382.4 Services Management Division (BPP)41
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES
3.1 Introduction of Industrial Training Activites
3.5.1 Information Service Unit
3.5.2 Additional activities683.5.3 Customer Service Unit693.5.4 Service Marketing Unit70
3.5.5 Archive and Preservation Unit