

INDUSTRIAL TRAINING REPORT

PERBADANAN PERPUSTAKAAN AWAM KELANTAN

Jalan Mahmood, 15200 Kota Bharu, Kelantan

PREPARED BY:

NOR AINNA FATIHAH BT. ZAINUDDIN

2015111131

Bachelor of Information (Hons)

Library Management (IM244)

UiTM Cawangan Negeri Sembilan,

Kampus Rembau

1st February – 30th 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



Nor Ainna Fatimah Bt. Zainuddin

2015111131

Date of submission: 10th June 2019

ABSTRACT

The purpose of this documentation is to report the activities undergone by the student during the industrial training for five months in Perbadanan Perpustakaan Awam Kelantan (PPAK). The report includes daily task assigned to the trainee such as cataloguing, circulation, data key in, and handle activities. Moreover, the most vital part is where the trainee has been assigned with a special project which is make manual moduel for Acquisition KOHA to evaluate the effectiveness of Koha integrated library system in library. The objective of this project is to make easier to staff in using acquisition KOHA and encourage staff using this system. The purpose of this project is to make this manual as guideline to staff especially in ordering the books. In the end of result, we can know the suitability, capability and effectiveness of KOHA Acquisition to be used in the library.

ACKNOWLEDGEMENT

“In the name of Allah, The Most Gracious and The Most Merciful”

I would like to take this opportunity to thank and be grateful to the Almighty Allah for blessing and ensure my tasks run smoothly during my whole internship periods. Not to be forgotten, I would especially like to express my deepest thanks to the Mr. Mohd Hafiz bin Yusoff as the supervisor who willingly to give me full of encouragement and guidance to the overall process of practical training. He never fails in providing more information related to my project, able to spend more time to have a discussion and make recommendations regarding on the progress of my work.

In addition, he has always been good supporter so that I can give my best during this internship. Without his guidance and his knowledge to be shared, I may not able to complete this special project on time. This special project and report would not have been possible without the essential and gracious support of Dr. Haziah Bt. Sha'ari, my supervisor in Faculty of Information Management. Her willingness to motivate me contributes tremendously to complete my industrial training. I am also would like to thank her for giving me some advices related to the special project. The best appreciates to Mr. Mohd Faizal bin Ramsi, the industrial training coordinator, for guiding me to the right path in completing this industrial training excellently.

Not to forget, my beloved parents who always understand and continuously giving full moral support to me whenever I needed. Thank you for always pray the best for me not only in fulfilling this special project but also in life. Last but not least, thanks to all my friends who has given the best support during my hard times and to share their knowledge, ideas and opinions to improve my report writing and the special project.

TABLE OF CONTENT

Declaration	i
<i>Abstract</i>	ii
<i>Acknowledgement</i>	iii
<i>List of Tables</i>	vi
<i>List of Figures</i>	vii-ix
<i>List of Appendices</i>	x
1.0 Introduction	
1.1 OBJECTIVE OF INDUSTRIAL TRAINING	1 2-8
1.2 BACKGROUND OF THE ORGANIZATION	
1.2.1 HISTORY	2
1.2.2 LOCATION	4
1.2.3 OBJECTIVES OF THE ORGANIZATION	5-7
1.2.4 MISSION, VISION, MOTO	7
1.2.5 CLIENT CHARTER	7-8
1.2.6 OPENING HOURS	8
1.3 ORGANIZATIONAL STRUCTURE	
1.4 BUILDING OF ORGANIZATION	9
1.4.1 FACILITIES	10-25
2.0 DEPARTMENTAL STRUCTURE	
2.1 MANAGEMENT SERVICE DIVISION	26
2.2 PLANING AND DEVELOPMENT DEPARMENT	27
2.3 COLLECTION DEVELOPMENT AND MANAGEMENT DIVISION	27-28
2.4 INFORMATION TECHNOLOGY DEPARTMENT	29
2.5 LIBRARY AND INFORMATION	30