

INDUSTRIAL TRAINING REPORT

(IMC690)

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DECLARATION OF ORIGINAL WORK

As a student of Bachelor of Information Science (Hons) Library Management, hereby declare that this report was my original work and had been produced with my own effort. By referring to the organization and other responsible people, this work does not previously been accepted exactly as this was produced based on my own experience and knowledge gained while having the practical period.

This report are also related to the organization, thus all the information used was from the organization and contribution from responsible person which help me indirectly to gain raw data then producing this report. The sources had been formally listed at the reference site and credit gives to them.

NUR HAFINI BINTI ABAS

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ABSTRACT

This paper was produced to fulfill the requirement of course IMC 690, Industrial Training which was a compulsory course for students before finishing their Bachelor of Information Science (Hons) Library Management. This paper reporting the task had been done, special project and lesson learnt for five months during industrial training at the UTM KL Library at Universiti Teknologi Malaysia (UTM). The services, facilities, collection about the UTM KL Library are also included. Based on the industrial training, some limitation and recommendation had been suggest in order helping the organization improving their services and facilities in the future. Through this paper, reader can view the things had been done during industrial training and gives overview to future students who need to take this course.

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TABLE OF CONTENT

Content	Page
Declaration	i
Abstract	ii
Acknowledgement	iii
Chapter 1: Introduction	
1.1 Background of the Organization	2
1.2 Organizational Structure	18
Chapter 2: Organization Information	
2.1 Departmental Structure	21
2.2 Department Function	24
Chapter 3: Industrial Training Activities	
3.1 Training Activities	27
3.2 Special Project	60
Chapter 4: Conclusion	
4.1 Application of knowledge, skills, and experience	78
4.2 Personal thoughts and opinion	82
4.3 Lesson Learnt	85
4.4 Limitations and Recommendations	86
References	88
Appendices	89
Log Book	