



اوتنو اوسنيتي تيكولوغي مارا  
UNIVERSITI  
TEKNOLOGI  
MARA

UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UNIVERSITI SAINS MALAYSIA (USM)  
ENGINEERING LIBRARY,  
ENGINEERING CAMPUS SERI AMPANGAN,  
14300 NIBONG TEBAL, PULAU PINANG

Prepared By

FATIN ANIS BINTI AB KADER DZAILANI

2013625974

BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY MANAGEMENT

1<sup>ST</sup> AUGUST 2016 – 31 DECEMBER 2016

## 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



FATIN ANIS BINTI AB KADER DZAILANI

2013625974

Date of submission:

12 January 2017

## Abstract

Bachelor degree students in Faculty of Information Management are required to undergo an industrial training for five month from 1<sup>st</sup> August, 2016 until 31th December, 2016 as part of the requirement to complete the 3 years of Bachelor of Science (Hons) Library and Information Management. Students are supervised and monitored by two supervisors which are from the faculty and from the organization of the industrial training. I have doing five month of industrial training at USM Engineering Library. this library is one of academic library and also special library because the collections are specialized on engineering field. During my industrial training, I have been rotated to all division to see the workflow and daily activity also the function of every division. I am also assigned to complete one video corporate as my special project. During my internship, I gain knowledge from every division and it has experience the operation of library field.

(152 words)

## Acknowledgement

Firstly, I would like to thankfulness to Allah SWT in giving me the strength to complete my five month industrial training. Without blessing from Allah, I sure it will be difficult for me to have complete my industrial training.

Secondly, I would like to thank to my supervisor in UiTM Puncak Perdana Encik Mohd Ridzuan Ibrahim and my supervisor in USM Engineering Library for helping, guide, and monitor all the way during my internship.

I would also like to give a special thanks to my family and friends which always supports me whether physical or mental support. With their support, I have the courage and spirit to complete five month of industrial training. All of their cooperation will always be appreciated. Last but not least thank you to all staff, librarian and other that had help me while I am at Engineering Library and support me to complete all the task has given.

Thank you.

## Table of contents

Declaration	i
Abstract	ii
Acknowledgement	iii
Table of content	iv-
List of Figure	v
List of Table	vi
List of Appendix	vii
<b>Chapter 1: Introduction</b>	<b>1-12</b>
1.0 Introduction	
1.1 Background of the Organization	
1.2 Location of USM Engineering Library	
1.3 Mission, Motto, Quality Statement of Engineering Library.	
Mission	
1.5 organization structure	
1.6 Operation Hour	
1.7 library collection	
<b>Chapter 2: organization information</b>	<b>13-30</b>
2.0 Introduction	
2.1 Organization information	
2.2 Department structure	