

INTERNSHIP TRAINING REPORT
PERPUSTAKAAN TUN ABDUL RAZAK (PTAR)
UiTM SARAWAK

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ABSTRACT

Perpustakaan Tun Abdul Razak (PTAR) UiTM Sarawak is one of the academic libraries that stated in Sarawak Branch. This library is under Universiti Teknologi MARA Sarawak and the other which is Uitm Samarahan 1 and UiTM Mukah. UiTM Sarawak has 3 branches but I only have my internship industrial training at Samarahan consist UiTM Samarahan 1 and UiTM Samarahan 2 following my schedule. I have completed my internship or industrial training at PTAR Sarawak for five months started from February until the end of June 2017. It is a mandatory course for degree students from Faculty Information Management. I have been rotated to every department where there are few departments in PTAR Sarawak. There is so much knowledge that I have learned from the staff that in charge in every department or units. I learned new skill and knowledge that teach by them. Furthermore, I also have been exposed to the working environment before I enter to the real working environment soon.

SARAWAK

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1.0 Introduction UiTM Teknologi MARA



Figure 1.0: Official UiTM's Logo

Universiti Teknologi MARA Sarawak permanent campus is located in Kota Samarahan, a developing area, known better as the 'knowledge hub'. UiTM Sarawak began its historical chapter when its first campus began operating on 1 July 1973 at Batu Lintang and it faced several relocations, Semenggok, Semariang and finally settled in Samarahan in 1997. Uitm Kota Samarahan have two places with offers various academic programmes for Diploma and Bachelor students as well.

It has experienced phenomenal growth since its inception in 1956 and it is still growing. Beside the main campus in Shah Alam, the university has expanded nationwide with 12 state campuses, 6 satellite campuses in Shah Alam, 11 state satellite campuses and 21 affiliated colleges. With this vast network and a workforce of 17,770, the university offers more than 500 academic programs in a conducive and vibrant environment. To accommodate the increasing number of students, six new branch campuses were completed by 2014, namely Phase 2 of Puncak Alam Campus, Samarahan 2 Campus in Sarawak, Jasin Campus in Melaka, Pasir Gudang Campus in Johor, Seremban Campus in Negeri Sembilan and Tapah 2 Campus in Perak.

2.0 Organization Information

Perpustakaan Tun Abdul Razak (PTAR) UiTM Sarawak has eight (8) departments under five (5) divisions, which are:

2.1 Department at PTAR Sarawak

2.1.1 Head Office

- ❖ Administration and Quality Unit
- ❖ Information System and Technology Unit

2.1.2 Monograph and Media Development

- ❖ Acquisition Unit
- ❖ Catalog and Classification Unit
- ❖ Bindery Unit

2.1.3 Customer Service and Collection

- ❖ Circulation Unit

2.1.4 Journals and Database Development

- ❖ Journal and Database Unit

2.1.5 Academic and Research Services

- ❖ Academic and Research Services Unit

2.1.6 Perpustakaan Tun Abdul Razak (PTAR) Campus Mukah