UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UNIVERSITY OF MALAYA LIBRARY
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Abstract

Industrial training is one of the compulsory study requirements to fulfill students to hold a degree. It is a challenge to anyone who involved on it. The trainee chooses academic library to do the industrial training which is University of Malaya Library, Kuala Lumpur. This industrial training report consists of 4 chapters and that are introduction, organization of information, industrial training activities and conclusion. Chapter 1 consist of background of the organization, chapter 2 consist of departmental structure and function. While chapter 3 consists of training activities and special project and the last chapter is chapter 4 which has the conclusion of the report.To complete study, trainee needs to undergo 5 months of practical training in industry starting from 1 August 2017 until 29 December 2017. During five months of training, trainee got opportunity to learn library management at three different libraries, which are UM Main Library, Za'ba Library and Law Library. Training schedule has been prepared by the head of library for the trainee to learn important task at law library. Industrial training is great initiative to prepare the trainee in mentally and physically before expose to the real working ambience.

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