



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TUN ABDUL RAZAK (PTAR)
UITM SAMARAHAN,
SARAWAK**

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ABSTRACT

This report describes the internship I spent at Perpustakaan Tun Abdul Razak (PTAR) UiTM Sarawak. Perpustakaan Tun Abdul Razak (PTAR) UiTM Sarawak serves UiTM staff and student for academic purposes. I described the background of the PTAR UiTM Sarawak, managerial structure and responsibilities of each department. Besides that, I explained the training activities and special project that I had done during my internship at Perpustakaan Tun Abdul Razak (PTAR) UiTM Sarawak. In addition, I will present in-depth application of knowledge, skill and experience in undertaking the task. Moreover, I also will give my personal thoughts and opinion and what I had learn during my internship period. And finally, after analyzed the structure and environment of the organization, I will present the limitation and recommendation about the organization.

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1.0 Introduction

Industrial training is one of the courses that provide students for doing a practical training within the timeframe given. The timeframe for undergoing internship is 5 month which is 20 weeks. The industrial training is a compulsory course for final year student before graduation. During industrial training, students can gain knowledge and experience and at the same time student can apply the knowledge that they had learn during their studies.

Objective of the industrial training are to provide pre-professional work experience with specific assignments and responsibilities, to encourage or stimulate a personal career interest and serving as a bridge between university and the world of work. Other than that, the industrial training helps students to improve their marketability after graduation and to encourage students to apply the skills and knowledge gained at the university to benefit the organization. Besides that, industrial training helps students to adapt managerial and technical skills in a library and information environment.

Perpustakaan Tun Abdul Razak (PTAR) Samarahan, Sarawak Campus is a place that I choose for my internship. I started my internship from 2nd February 2015 until 30th June 2015. During my internship period, I had been asked to do my practical at two different places which are PTAR Samarahan campus 1 and PTAR Samarahan Campus 2. My friend from Faculty Information Management Program Resource Center who is the one that goes to the same place with me doing her internship.

2.0 Organization Information

There are five departments in Perpustakaan Tun Abdul Razak (PTAR) Samarahan Campus as shown at Figure 2.1. Each of the department has its own unit in order to ensure the effectiveness of the services provide by the library.

- Head Unit
 - Management And Quality Unit
 - System And Information Technology Unit
- Monograph And Media Development
 - Acquisition Unit
 - Catalog And Classification Unit
 - Preservation Unit
- Customer Service And Collection
 - Customer Service Unit
- Journal And Online Database Development
 - Journal And Online Database Unit
- Academic and Research Service
 - Academic and Research Service Unit