UNIVERSITI TEKNOLOGI MARA (UiTM)

CAWANGAN NEGERI SEMBILAN

KAMPUS REMBAU

INFORMATION SCIENCE STUDIES

COLLEGE OF COMPUTING, INFORMATICS, AND MATHEMATICS

INDUSTRIAL TRAINING REPORT: IMC 690

PERPUSTAKAAN AL-KHAWARIZMI,

POLITEKNIK MERLIMAU,

MELAKA

PREPARED BY: FATIN DIYANAH BINTI MOHD FAUZAN (2021885674)

IM244 – BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY MANAGEMENT

5 AUGUST 2024-17 JANUARY 2025

INDUSTRIAL TRAINING REPORT:

PERPUSTAKAAN AL-KHAWARIZMI,

POLITEKNIK MERLIMAU,

MELAKA

PREPARED BY: FATIN DIYANAH BINTI MOHD FAUZAN (2021885674)

COLLEGE OF COMPUTING, INFORMATICS, AND MATHEMATICS

UITM CAWANGAN NEGERI SEMBILAN, KAMPUS REMBAU

ABSTRACT

The internship program at Perpustakaan Al-Khawarizmi, Politeknik Merlimau, was conducted from 5th August 2024 to 17th January 2025. This program provided an opportunity for students to apply theoretical knowledge and skills acquired in the classroom within a practical work environment. The primary aim was to enhance students' professional competencies by allowing them to implement their academic training in a real-world setting, thereby refining their skills and preparing them for the demands of the professional workforce.

During the internship period, students were assigned to the Library Unit, where they were exposed to diverse tasks and responsibilities integral to library operations. Through this placement, students gained valuable insights and practical experience in library science, supplemented by the development of essential soft skills. In conclusion, it is anticipated that the experiences and knowledge acquired during this internship will serve as a foundation for ongoing professional growth and development.

TABLE OF CONTENT

1.0 INTRODUCTION

The Faculty of Information Management, Universiti Teknologi MARA (UiTM), offers Industrial Training (IMC690) as part of its academic program to equip students with essential pre-professional work experience. This subject requires students to complete a six-month training period at an organization of their choice. During this time, students are encouraged to engage actively in organizational activities and perform their duties with professionalism. This practical exposure allows students to apply their academic knowledge, develop workplace competencies, and adapt to real-world challenges, thereby preparing them for their future careers.

1.1 BACKGROUND OF THE ORGANIZATION

Figure 1: Library Entrance

The library services commenced with the establishment of Politeknik Merlimau in 2002. It is housed in a two-story building located in Block B, adjacent to the administration building, covering an area of 3,600 square meters. The library has a user capacity of 400 individuals.

The library employs the Library of Congress Classification (LCC) system for the organization and classification of its resources. LCC is widely recognized for its detailed and expansive subject coverage, making it suitable for academic and research libraries. This system ensures that library materials are systematically arranged and easily accessible to users, aligning with international standards for information organization. By using LCC, the library enhances its ability to provide users with a structured and efficient approach to retrieving resources.

Previously, the library utilized the ILMU system for its integrated library management. However, in late 2024, the library transitioned to the KOHA system, a globally recognized