



**UNIVERSITI TEKNOLOGI MARA  
CAWANGAN NEGERI SEMBILAN  
KAMPUS REMBAU  
INFORMATION SCIENCE STUDIES  
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS**

**INDUSTRIAL TRAINING REPORT**

**(IMC 690)**

**PERBADANAN PERPUSTAKAAN AWAM MELAKA**

**(PERPUSTAM)**

**242-1 JALAN BUKIT BARU**

**75150 MELAKA**

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## **ABSTRACT**

This paper was written to satisfy the requirements of the Industrial Training course, IMC690, which was required of students prior to their completing their Bachelor of Information Science (Hons.) Library Management degree. This report summarizes the completed, unique project, and lesson learned throughout the course of six month of industrial training at the PERBADANAN PERPUSTAKAAN AWAM MELAKA location. Included are PERPUSTAM's collections and services. Some restrictions and recommendations were made considering the industrial training to assists the organization in enhancing its facilities and services going forward. The paper provides an overview for future students who need to take this course and allows the reader to see what was done throughout the industrial training.

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## 1.0 INTRODUCTION

One of the prerequisites for finishing any program at Universiti Teknologi MARA (UiTM), including my course, the Bachelor of Information Science (Hons.) in Library Management, is industrial training. We must finish six-month, twenty-four-week industrial training program before we can receive our degree. Students get learning opportunities through industrial training. Student can apply their theoretical knowledge to practice settings. Building the technical and practical skills required in the library industry, as well as preparing oneself for future employment is made possible in large part by industrial training.

This report details my internship at *Perbadanan Perpustakaan Awam Melaka (PERPUSTAM)*. Also, I had the chance to obtain experience doing a variety of duties throughout *Bahagian Perkhidmatan Perpustakaan, Bahagian Gerakan Literasi Maklumat, Unit Audit Dalam, Unit Perkhidmatan Teknikal, Bahagian Pengurusan Koleksi, Unit Pentadbiran dan Sumber Manusia dan Unit Teknologi Maklumat*.

Exposing students to the workplace and surrounding of their chosen profession is the aim of industrial training. Additionally, it offers students the chance to obtain practical work experience related to their field of study. Through a training program, students can learn about additional skills that they can use outside of their studies. During the training session, students will be exposed to an actual work environment, which will teach them how to connect and communicate effectively at all levels of the workplace. Furthermore, students learn to communicate with patrons of all ages. As a result, this may contribute to improved communication. Other than that, students at the advanced level should be equipped to write technical reports upon completing the training program. Processing daily reports should also be an integral part of their hands-on learning experience.