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KAMPUS REMBAU

INFORMATION SCIENCE STUDIES

COLLEGE OF COMPUTING, INFORMATICS, AND MATHEMATICS

INDUSTRIAL TRAINING REPORT

(IMC690)

PERBADANAN PERPUSTAKAAN AWAM MELAKA

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ABSTRACT

This report is a summary of my industrial training experience at *Perbadanan Perpustakaan Awam Melaka* (PERPUSTAM) from August 5th to January 17th, 2025. It is part of the Bachelor of Information Science (Hons.) Library Management degree, which aims to provide students with practical experience in the professional workplace. The report is divided into four chapters, each detailing the organization's structure, functions, and activities. Chapter 1 introduces the report and provides background information about PERPUSTAM, including its location, logo, vision, mission, objectives, operating hours, rules, facilities, services, and organizational structure. Chapter 2 focuses on the organization's internal structure and functions, highlighting the roles of various departments. Chapter 3 details the activities and responsibilities undertaken during the internship, including tasks like cataloging, shelving, weeding, organizing events, digitization, filing, and internal audits. Chapter 4 concludes by reflecting on the application of knowledge, personal growth, and key lessons learned during the internship, addressing limitations, and providing recommendations for future improvements.

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1.0 INTRODUCTION

Industrial Training, IMC690 is a compulsory course for Bachelor of Information Science (Hons.) Library Management students. To complete this degree, students must undergo a practical internship to gain hands-on experience and apply the knowledge they have learned in class to real-world tasks. This course aims to help students develop essential workplace skills and prepare them for their future careers in the field of library and information management.

For my industrial training, I chose *Perbadanan Perpustakaan Awam Melaka* (PERPUSTAM) as the place to complete my internship. My training period lasted from 5th August 2024 to 17th January 2025. PERPUSTAM is the main public library in Melaka and provides a wide range of services, including access to reading materials, digital resources, and community programs. During this internship, I rotated between various departments such as Collection Management, User Services, IT and Digital, and Technical Services. This experience allowed me to understand the library's operations, perform tasks like cataloging and assisting users, and participate in organizing events. Choosing PERPUSTAM as my training location provided me with a valuable opportunity to enhance my skills and gain insight into the role of public libraries in serving the community.