



اُنِيْوَرْسِيْٓتِيْ تِيْكَنُوْلُوْجِيْ مَارَا
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INFORMATION SCIENCE STUDIES
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

INDUSTRIAL TRAINING REPORT
(IMC690)

PERPUSTAKAAN AL-KHAWARIZMI, POLITEKNIK MERLIMAU MELAKA
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ABSTRACT

This Industrial Training Report documents the experiences and insights gained during my internship at Perpustakaan Al-Khawarizmi, Politeknik Merlimau Melaka, as part of my Bachelor of Information Science (Hons) in Library Management program. The report outlines the objectives of the internship, detailing the tasks undertaken and the skills acquired throughout the training period. Key contributions from my lecturer, Encik Mohd Ridzuan bin Ibrahim, and industrial training supervisor, Puan Masnida binti Owi Jin@Othman, are acknowledged, highlighting the importance of mentorship in the learning process. Throughout my training, I have engaged with various library operations, which allowed me to enhance my knowledge of library management practices. Additionally, I developed professional competencies that are essential for her future career in the field. This report ultimately reflects my dedication to fulfilling my academic requirements while emphasizing the valuable learning experiences that shaped my practical understanding of library services.

LIST OF CONTENT

DESCRIPTION	PAGES
DECLARATION	
ABSTRACT	
ACKNOWLEDGEMENT	
LIST OF CONTENT	
LIST OF FIGURES	
LIST OF APPENDICES	
CHAPTER 1: INTRODUCTION	1
1.1 BACKGROUND OF THE ORGANIZATION	
1.2 ORGANIZATIONAL STRUCTURE	
CHAPTER 2: ORGANIZATION INFORMATION	6
2.1 DEPARTMENTAL STRUCTURE	
2.2 DEPARTMENT FUNCTION	
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	10
CHAPTER 4: CONCLUSION	21
4.1 APPLICATION OF KNOWLEDGE, SKILLS, AND EXPERIENCE IN UNDERTAKING THE TASK (KNOWLEDGE GAINED)	
4.2 PERSONAL THOUGHTS AND OPINION	
4.3 LESSON LEARNT	
4.4 LIMITATION AND RECOMMENDATION	

LIST OF FIGURES

FIGURES	PAGES
Figure 1: Politeknik Merlimau Melaka	1
Figure 2: Perpustakaan Al-Khawarizmi, Politeknik Merlimau Melaka	2
Figure 3: Organizational Structure of Library Unit	5
Figure 4: Do stripping process at the center of the book	11
Figure 5: Do book stamp	12
Figure 6: Stamp H label at the top corner of the book	12
Figure 7: Stamp the acquisition number	13
Figure 8: Stamp acquisition number and write the detail of the book such as title, book author, year and others in acquisition book	13
Figure 9: Measure the length of the book at the section that needs to be repaired	15
Figure 10: Apply glue on the blank paper section to be pasted on the edge of the book that needs to be repaired	16
Figure 11: The result of the repaired section inside the book	16
Figure 12: The result of the repaired section for cover book section	17
Figure 13: Do shelving every morning	17
Figure 14: Put up a flag to decorate the Independence Day corner	18
Figure 15: Academia Run in conjunction of Sport Day Program	18
Figure 16: Go Green Campus Program	19
Figure 17: Visit from faculty supervisor, Sir Mohd Ridzuan Ibrahim	19
Figure 18: The presentation of a gift from the library unit, delivered by Puan Noraini Ya'cub as the head of the library unit	20
Figure 19: Taking picture with all library staff	20

CHAPTER 1: INTRODUCTION

1.1 BACKGROUND OF THE ORGANIZATION

1.1.1 History of Politeknik Merlimau

Politeknik Merlimau is the 14th polytechnic established by the Ministry of Higher Education Malaysia. It is located in the Jasin district, 2 km from the town of Merlimau, 24 km from Melaka city, and 19 km from Jasin town. The polytechnic began operations on November 17, 2002, and started admitting pioneer students in the second session of 2002, on December 23, 2002. The polytechnic has a maximum capacity of 5,060 students. Today, PMM is fully operational and has become an important nucleus for Merlimau. Since its establishment in 2002, Politeknik Merlimau has produced 21,580 graduates who are capable of contributing to the workforce. (Official Website of Politeknik Merlimau Melaka, 2025, History of Politeknik Merlimau section). Besides, there are 2 polytechnics in Melaka which is Polytechnic Melaka and Polytechnic Merlimau.



Figure 1: Politeknik Merlimau Melaka