



UNIVERSITI
TEKNOLOGI
MARA

Fakulti
Pengurusan
Maklumat

FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA

INDUSTRIAL TRAINING REPORT

UNIVERSITY OF MALAYA LIBRARY

JALAN PROFESOR DIRAJA UNGKU AZIZ, 50603 KUALA
LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR

Prepared by:

ADIBA NUR AMIRAH BINTI SHAHARUDDIN

2019324677

BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY
MANAGEMENT

1 MAR 2021 - 31 JULY

2021

Abstract

This report contains experience and working task that been done during five months of industrial training at University of Malaya Library. It's also show the process how to completed a task and equipment needed. All the information are based on experience in three different working environment like chief office at central library, art gallery at canseleri building and engineering library This report have suggestion and limitation that been face during the industrial training period.

Table of Contents

List of Figure.....	vii
List of Table.....	viii
List of Appendices.....	ix
Chapter 1 : Introduction.....	1
1.1 Background of the Organization.....	2
1.2 Organization Mission and Vision.....	3
1.3 Organizational Values.....	3
1.4 Organizational Structure.....	5
1.4.1 University of Malaya.....	5
1.4.2 Main Library University of Malaya.....	6
Chapter 2 : Organization Information.....	7
2.1 Departmental Structure.....	9
2.1.1 Acquisition Division.....	9
2.1.2 Cataloguing Division.....	10
2.1.3 Client Services Division.....	11
2.1.4 Information Skills Division.....	12
2.1.5 Academic Services Unit.....	13
2.1.6 Information Systems Unit.....	14
2.1.7 Conservation and Preservation Unit.....	15
2.1.8 Museum and Gallery.....	16
2.1.9 Engineering Library.....	17
2.2 Department Function.....	18
2.2.1 Acquisition Division.....	18
2.2.2 Cataloguing Division.....	18
2.2.3 Client Services Division.....	19
2.2.4 Information Skills Division.....	19
2.2.5 Academic Services Unit.....	20
2.2.6 Information Systems Unit.....	20
2.2.7 Conservation and Preservation Unit.....	21
2.2.8 Museum and Gallery.....	21
2.2.9 Engineering Library.....	22
Chapter 3 : Industrial Training Activities.....	23
3.1 Training Activities.....	23
3.2 Special Project.....	72
3.2.1 Online Inventory.....	72

3.2.2 Update information on UM libguide.....	77
Chapter 4 : Industrial Training Reflection	81
4.1 Application of Knowledge	81
4.2 Personal thought and opinion.....	82
4.3 Lesson Learnt.....	83
4.4 Limitation and recommendation	85
Chapter 5 : Conclusion.....	87
References.....	88
Appendices.....	89
Appendices A: Form	89
Appendices B: General	99
Appendices C: List.....	113

List of Figure

Figure 1.4.1 University of Malaya Organization Chart	5
Figure 1.4. 2 Main Library University of Malaya Organization Chart.....	6
Figure 2.1.1 Acquisition Division Organization Chart	9
Figure 2.1.2 Cataloguing Division Organization Chart	10
Figure 2.1.3 Client Services Division Organization Chart	11
Figure 2.1.4 Information Skills Division Organization Chart	12
Figure 2.1.5 Academic Services Unit Organisation Chart.....	13
Figure 2.1.6 Information Systems Unit Organization Chart.....	14
Figure 2.1.7 Conservation and Preservation Unit Organization Chart	15
Figure 2.1.8 Museum and Gallery Organization Chart.....	16
Figure 2.1.9 Engineering Library Organizational Chart.....	17