



UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERBADANAN PERPUSTAKAAN AWAM KEDAH  
JALAN KOLAM AIR, 05100 ALOR SETAR,  
KEDAH DARUL AMAN

Prepared By  
NOOR AZWA BINTI JOHAN  
2015165183

BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY  
MANAGEMENT

03<sup>RD</sup> FEBRUARY 2019-30<sup>TH</sup> JUNE 2019

## DECLARATION

Trainee hereby declare that is her original work. Trainee have not copied from any other student's work or from other sources. Trainee also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgment is made explicitly in text, nor has any part been written for trainee by another person. Trainee confirm that trainee have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by,

Noor Azwa Binti Johan

2015165183

Date of submission: 12 July 2019

## **ABSTRACT**

This industrial training report was done as to fulfil the faculty requirements for the last semester students of Bachelor of Information Science (Hons.) Library Management (IM244) in Faculty of Information Management (Rembau Campus). Trainee student had been allocated to the Perbadanan Perpustakaan Awam Kedah (PPAK) or Kedah State Public Library for five months. The report comprises of five (5) chapters of the industrial training report about the library backgrounds like history, vision and mission, logo and client charter. The organization information contained with departmental structure and functions while industrial training activities including trainee student's special project. Besides, industrial training reflection tells about the application of knowledge that the trainee student learned during the previous lesson in whole semesters. Other than that, it is also including the skills and experience in undertaking the task which is knowledge gained by the trainee student when handling and organizing tasks in PPAK, personal thoughts and opinion portraying by the trainee student. Lastly, the industrial training report also discussed on the lesson learnt by the trainee student in during and after the internship session, in the limitation and recommendation there are suggested and explained by the trainee student for the PPAK benefits and future of the library.

## **ACKNOWLEDGEMENT**

Alhamdulillah, a praised to Allah s.w.t that I had been successfully completed my five months of industrial training in Perbadanan Perpustakaan Awam Kedah (PPAK). This success completed with a great corporation between supervisor, library staff and with my own effort to work hard in order to achieve the success and to fulfill the requirement of the subject industrial training (IMC690).

I also wants to thank my lecturers, friends and my internship teammate because willing to guide me along the internship session, by providing advices, useful tips and honorable contributions to me in process to complete this internship report.

Again, thanks to all staff in Perbadanan Perpustakaan Awam Kedah that giving the best while guiding me to become successful students in industrial training session from 3<sup>rd</sup> February 2019 until 30<sup>th</sup> June 2019.

## TABLE OF CONTENT

Content	Pages
Declaration	i.
Abstract	ii.
Acknowledgement	iii.
Table of content	iv.
List of Tables	vi.
List of Figures	vi.
List of Appendices	viii.
<b>Chapter 1: Introduction</b>	
1.1 Background of Organization	1-12
1.2 Organization Chart	
<b>Chapter 2: Organization Information</b>	
2.1 Organization Information	14-49
2.2 Departmental structure and function	
<b>Chapter 3: Industrial Training Activities</b>	
3.1 Training Activities Schedule	
3.2 Training Activities	51-85
3.3 Special Projects	
3.4 Others Activities	
<b>Chapter 4: Industrial Training Reflection</b>	
4.1 Application of knowledge, skills, and experiences in undertaking the task (Knowledge gained)	87-91
4.2 Personal thoughts and opinion	
4.3 Lesson Learnt	
4.4 Limitation and Recommendation	
Conclusion	92
Reference	93
Appendices	
Log Book	