

**SHARED FACILITIES LIBRARY
PAGOH HIGHER EDUCATION HUB
84600 PAGOH, MUAR
JOHOR DARUL TAKZIM**

INDUSTRIAL TRAINING REPORT

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DECLARATION

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

Signed by



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ABSTRACT

This paper was produced to fulfil the requirement of a course named IMC 690, Industrial Training which are compulsory course for students before finishing their Bachelor of Science in Information Studies (Hons.) Library and Information Management. This paper reports the task that had been done, activities, special project and lesson learned for 5 months industrial training at Shared Facilities Library, Pagoh Higher Education, Muar, Johor. There are also background, services, facilities and collection of PSB that included in the report. Based on the industrial training, some limitations and recommendations have been proposed in order to help the organization to improve its services for the upcoming years. In this report, readers can take a look at all the activities and program have been done during the industrial training and it can apply to all other future students to overview this course furthermore.

ACKNOWLEDGEMENT

The time I spent in Shared Facilities Library as trainee from August to December 2019 was a memorable one for me as it was rich in experience sharing and helped me discover my potential. I have had so many rich experiences and opportunities that I personally believe will forever shape and influence my professional life while fostering personal growth and development. My industrial training would not have been possible without the contribution and collaboration of others.

My sincere gratitude To Almighty God who granted me health and long life, without which I could not have finished this industrial training. Cik Fazreena Binti Mohd Sah who is the Librarian at the Shared Facilities Library. I would like to thank him for giving me the opportunity to this organization for giving me a golden extra opportunity to do my very best for the practical training here for 5 months. She had the kindness to accept me in the organization and guide me through my internship with advice and feedback despite her busy schedule. I also thank her for her guidance which was a remarkable force that enabled me to successfully complete the industrial training. She helped and coached me during my industrial training by giving me feedback and tips on how to handle and approach situations.

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