



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

SITI HASMAH DIGITAL LIBRARY,
MULTIMEDIA UNIVERSITY MELAKA,
JALAN AYER KEROH LAMA, 75450,
BUKIT BERUANG, MELAKA.

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1ST AUGUST - 31ST DECEMBER 2019

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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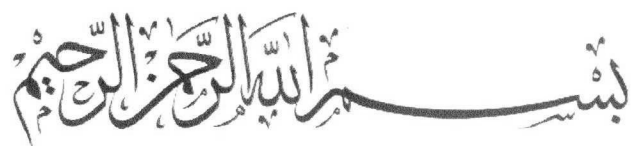
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ABSTRACT

Industrial training is one of the compulsory study requirements in order to fulfil the needs of final year students of IM244 to complete a degree. In order to accomplish the industrial training requirement, students must undergo at least five (5) months of training at the organization which approved by the faculty months before the training begins. Related to course that have been taken, students should choose organization that is related and offers job scopes which consist of library management fields. Therefore, I have decided to choose Siti Hasmah Digital Library (SHDL), Multimedia University Melaka to complete my training which begins from 1st August until 31st December 2019, and the duties rotated through all departments available. The report basically consist four (4) chapter which are about introduction of the organization, organization information, industrial training activities throughout the training period and industrial training reflections.

Keyword: industrial training, librarian, library management, Multimedia University, library collections development, internship programme

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Sincerely,

Muhammad Shafiq Amirullah

TABLE OF CONTENT

DECLARATION	i
ABSTRACT	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENT	iv
LIST OF FIGURES	v
CHAPTER 1: INTRODUCTIONS	
1.1 OBJECTIVES OF INDUSTRIAL TRAINING	2
1.2 ORGANIZATION BACKGROUND	3
1.3 MMU VISION & MISSION	5
1.4 MMU QUALITY POLICY	6
1.5 MMU LIBRARY BACKGROUND	6
1.6 SHDL VISION, MISSION & GOALS	7
1.7 SHDL AIMS	8
1.8 SHDL ACHIEVEMENTS	8
1.9 SHDL ORGANIZATION CHARTS	9
CHAPTER 2: ORGANIZATION INFORMATION	
2.1 LIBRARY COLLECTIONS & RESOURCES	11
2.2 LIBRARY SERVICES	14
2.3 LIBRARY FACILITIES	15
2.4 OPERATING HOURS	17
2.5 LIBRARY DEPARTMENTS & DIVISIONS	17
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	
3.1 DUTIES IN ACQUISITION DEPARTMENT	25
3.2 DUTIES IN CATALOGUING DEPARTMENT	30
3.3 DUTIES IN CUSTOMER SERVICE DEPARTMENT	36
3.4 DUTIES IN INFORMATION SYSTEM DEPARTMENT	38
3.5 DUTIES IN MARKETING & INFORMATION DEVELOPMENT UNIT	39
3.6 DUTIES IN RESEARCH LIBRARY	39
3.7 DUTIES IN LAW LIBRARY	42
3.8 DUTIES IN CINEMATIC ARTS LIBRARY	43
3.9 DUTIES IN MMU ARCHIVES & RECORDS CENTRE (MARC) UNIT	44
3.10 SPECIAL PROJECT	45
3.11 SUPERVISOR VISIT	50
3.12 FIRE DRILL TRAINING	50
CHAPTER 4: INDUSTRIAL TRAINING REFELCTIONS	
2.1 APPLICATION OF KNOWLEDGE & SKILLS	53
2.2 PERSONAL THOUGHTS & OPINIONS	55
2.3 LESSON LEARNT	56
2.4 LIMITATIONS & RECOMMENDATIONS	59
CONCLUSIONS	62
REFERENCES	64
APPENDICES	66