

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UNIVERSITY MALAYSIA PAHANG LIBRARY
KUALA PAHANG, 26600 PEKAN, PAHANG DARUL MAKMUR

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Bachelor of Science in Information Studies (Hons)

Library and Information Management (IM244)

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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.



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ABSTRACT

Bachelor degree students in Faculty of Information Management precisely, are required to undergo an industrial training for 20 weeks (5 months) from 3th of August 2015 until 31th December 2015 as part of our requirement to complete the 2 and a half years, and in my case for course of Bachelor of Science (Hons) Library Management. During this 5 months period of industrial training, students are supervised and monitored their training by two nominated supervisors which are one from the faculty and one from the organization of the industrial training. Trainee has spent five months of industrial training at University Malaysia Pahang Library Pekan. University Malaysia Pahang Library Pekan is a center of excellence which focuses to disseminate right information and provide good services and enough facilities to the users. Trainee has been assigned to do of areas as trainee could in this company. First, trainee has being given assigned to learn the process for each department that have inside the library in order to make the library run smoothly, organize event and activities in order to attract people to come to this library and also making project to upgrade the library system. The trainee can learn the new things to enhancing the soft skill. For example, such as talk in front of people, know how to manage louder crowd. Other than that, trainee was also being assigned to catalog material such as book, thesis and also manual guidebook. Besides that, trainee also learns how to digitize material and shelving book with appropriate steps. All the knowledge that trainee had learn while internship in this company was valuable and know the basic steps involved in organize library material either to provide interesting activities to attract people to come.

ACKNOWLEDGEMENT

Praise to Allah for month (5) months I undergo my internship that begins on early August this year till end of December, I finally successfully completed my Industrial training report, I pray to Allah hoping my journey is in His bliss. I also would like to extend my thankfulness to the most precious persons in my life, my mother for all of her moral support, financial support and also to my friends for never ending reminding me to always be honest and trustworthy during my training here.

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I am entrusted to undergo my industrial training at University Malaysia Pahang Library for five (5) months before I can complete my subject course in order to graduate. During these 5 months working here I am exposed to many new things which are very valuable for me to learn and carry out with devotion when I face the real world of working in the future. Undergoing for industrial training has become one of the curricular that college student compulsory to attend especially for those who studied at IPTA. The motive of this action is to expose students and let them experience the environment of the real world of working before graduating. It is also to prepare students to face the real challenge and learn how to find solution when problem encountered besides completing the course. This exposure not only will prepare the students but it is also a great opportunity to gain knowledge at industry. Besides that, it can prepare students on how to polish more their soft skill especially on how to communicate with others and learn to do work in a group. At college students usually communicate with people around their ages but when working there are differences in ages and this required communication skill. The period for completing industrial training is different according to course. Most of the courses need to undergo 6 months training period in order to complete it as for others only 3 months but the period of time undergo this training is not the measurement to ensure the students will get full

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