



**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN TENGKU ANIS UITM KELANTAN  
18500 MACHANG KELANTAN**

**Prepared By**

**MARIAM ANNILLA BINTI ABDULLAH  
2015800172**

**BACHELOR OF INFORMATION SCIENCE (HONS.)  
LIBRARY MANAGEMENT (IM244)**

**AUGUST – DECEMBER 2018**



## **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

---

Your Full Name

Matrix No.

Date of submission:

**ABSTRACT**

*The subject IMC690 Industrial Training is introduced to student for exposed student to real world of professional work specific in workplace chooses. The library I choose (Perpustakaan Tengku Anis) are covered with variety task in real world of library. The unit covered includes Administration units, Customer Services unit, Acquisition unit, Cataloging and Classification unit, Information Technology unit, Information Services unit, Archive unit, Conservation unit and Journal unit. Every unit are exposed with different task and it nature work and every unit have it own responsibility to ensure function of library going smoothly. There are figures and attachment to make this report simply to understand. At the end of report there also have conclusion and recommendation regarding to this industrial training.*

***Keywords: Perpustakaan Tengku Anis, UiTM Machang, Kelantan.***

## ACKNOWLEDGEMENT

I am particularly appreciative to every one of the gatherings of the Perpustakaan Tengku Anis, for giving me the chance to participate into the temporary job under the course IMC690 in Bachelor of Information Science (Hons.), Library Management in seventh semester. It was an incredible open door for me to have a commonsense affair about the hypothetical information that has been dispersed by our teachers all through the three years coordinated respects program.

My profound thankfulness is stretched out to Mrs. Hajah Nik Annita Nik Omar, who is likewise the Deputy Chief Librarian, Head of Perpustakaan Tengku Anis, and the other library officers and staffs for their co-operations, proposals and direction to finish this entry level position.

I am obligated and grateful to my educated and worshipped my folks and director for their perky identity, benevolence; urging backing and eagerness to help have unmistakably and significantly enhance the nature of my entry level position report and raised to its present status.

I owe my most profound appreciation to the creators whose work I have utilized as a part of this report as I needed to many sources in fruition this entry level position report.

Thanks again.

**TABLE OF CONTENT**

<b>DECLARATION</b>	<b>i</b>
<b>ABSTRACT</b>	<b>ii</b>
<b>ACKNOWLEDGEMENT</b>	<b>iii</b>
<b>CHAPTER 1: INTRODUCTION</b>	
1.0 Introduction to Practical Training	1-2
1.1 Objectives of Practical Training	2
1.2 UiTM Kelantan Background	3-4
1.2.1 Mission and Vision	5
1.2.1.1 Missions	
1.2.1.2 Visions	
1.3 Quality Policy	5
1.4 Quality Objectives	6
1.5 UiTM Machang Customer Charter	6-7
1.6 UiTM Kelantan Management Structure	8
1.7 Introduction to Perpustakaan Tengku Anis	9-10
1.8 Basic Roles and Function	11-12
1.9 Objectives	12
1.10 Library Customer Charter	13-14
1.11 Library Management Structure	15-16
1.12 Library Management Profile	16-17
1.13 Library Organization Chart	17
1.14 Library Achievements and Awards	18-20
1.15 Operating Hours	20-21