



**FACULTY OF INFORMATION MANAGEMENT  
UNIVERSITI TEKNOLOGI MARA  
INDUSTRIAL TRAINING REPORT**

**KDU UNIVERSITY COLLEGE SDN BHD  
UTROPOLIS GLENMARIE AND DAMANSARA JAYA CAMPUS  
SELANGOR DARUL EHSAN  
MALAYSIA**

**PREPARED BY:  
RASHIDAWATI BINTI MOHD SHAZALI**

**MATRIC NUMBER:  
2011917401**

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# TABLE OF CONTENT

NO	CONTENT	PAGE
1	DECLARATION	1
2	ABSTRACT	2
3	ACKNOWLEDGEMENT	3
4	<b>CHAPTER ONE</b> 1.0 BACKGROUND OF THE ORGANIZATION 1.1.1 KOLEJ DAMANSARA UTAMA 1.1.2 KDU UNIVERSITY COLLEGE LIBRARIES 1.1.3 VISION AND MISSION OF THE LIBRARIES 1.1.4 COLLECTION 1.2 ORGANIZATIONAL STRUCTURE	5 6 8 12 12 13
5	<b>CHAPTER TWO</b> 2.0 ORGANIZATIONAL INFORMATION 2.1 DEPARTMENTAL STRUCTURE 2.2 DEPARTMENT FUNCTION 2.2.1 ACQUISITION DEPARTMENT 2.2.2 CATALOGING DEPARTMENT 2.2.3 IT UNIT 2.2.4 CIRCULATION AND REFERENCE DEPARTMENT 2.2.5 REPAIRING DEPARTMENT	19 19 20 20 22 23 24 25

# DECLARATION

I sincerely declare that:

1. I am the sole writer of this report.
2. The details of training and experience contain in this report describe my involvement as a trainee in the field of Library Science.
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Signature

  
.....

Name

Rashidawati Binti Mohd Shazali

Matric Number

2011917401

Course

Bachelor of Library and Information Management Science (Honors)

Campus

Universiti Teknologi Mara Puncak Perdana

Date

9 Julai 2015

## ABSTRACT

*The industrial training report is describing about my experience in doing my internship session at Kolej Damansara Utama (KDU) Utropolis Glenmarie and Damansara Jaya Campus for 5 months start from 2 February until 30 Jun 2015. The first chapter of this report are talk about the organization that industrial trainee have been placed. There are vision, mission, function and many more. Besides, the readers also will get to know the collections and facilities provided by the library that industrial trainee had done my internship. On the second chapter, readers will get know about the organizational structure of the library as well as their departmental structure. The functions of each department also being elaborate in detailed. On chapter 3, industrial trainee has explained about all the training activities that industrial trainee doing during internship and we are able to conduct a special project called weeding process. The last chapter of this report are talking about industrial trainee experience, the lesson that industrial trainee have learned and also some limitation and recommendation for a better improvement.*

*Keywords: Industrial training, Training activities, Weeding process, KDU*

## ACKNOWLEDGEMENT



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