



إِنشورسسى بنكولوكى ماليزا
UNIVERSITI
TEKNOLOGI
MARA

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**HAMDAN TAHIR LIBRARY
HEALTH CAMPUS,
UNIVERSITY SAINS MALAYSIA,
16150 KUBANG KERIAN, KELANTAN**

Prepared By:

WAN NOOR AINA BINTI W AZMI

2014649396

BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY MANAGEMENT

1ST AUGUST 2017 - 31ST DECEMBER 2017

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.

Student's Name : Wan Noor Aina binti W Azmi

Matric Number : 2014649396

Program : Bachelor of Information Science (Hons.) Library Management

Faculty : Faculty of Information Management,
Cawangan Negeri Sembilan Kampus Rembau.

Title : Industrial Training Report

Signature : 

Date of submission: 9TH JANUARY 2018

ABSTRACT

Bachelor degree students in Faculty of Information Management are required to undergo an industrial training for five month from 1st August, 2017 until 31th December, 2017 as part of the requirement to complete the 3 ½ years of Bachelor of Information Science (Hons) Library Management. Students are supervised and monitored by two supervisors which are from the faculty and from the organization of the industrial training. This industrial training report consist of 4 chapter. In order to complete study, the trainee needs to undergo five month of industrial training at Hamdan Tahir Library, Health Campus, USM Kubang Kerian. This library is one of academic library and the collections are specialized on medicine and its related field. During my industrial training, the trainee have been rotated to all division to see the workflow and daily activity. The trainee learnt the function of every division. The trainee also assigned to complete one project under Cataloguing Division and two project under Acquisition Division. The special project is processing gift materials under Acquisition Division. During the industrial training, the trainee gain knowledge, skills and valuable experience from every division and also has learnt the operation of the library field.

Keywords: *KOHA system, Acquisition Division, Cataloguing Division, Medicine, Hamdan Tahir Library*

(207 words)

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Next, I would like to thanks a lot to my internship organizations, Hamdan Tahir Library, Health Campus, USM Kubang Kerian for accepting me for industrial training. I had a good experience in my industrial training here. All the staff, librarian, Head of Division, Chief of Deputy, and my supervisor in Hamdan Tahir Library, Health Campus, USM Kubang Kerian were helping, guide, and monitor all the way during my internship. Thanks for support me to complete all the task has given.

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