



UNIVERSITY OF TECHNOLOGY MARA

FACULTY OF INFORMATION MANAGEMENT

BACHELOR OF SCIENCE (HONS.) IN LIBRARY AND
INFORMATION MANAGEMENT

A PRACTICAL TRAINING REPORT
OF
TATI UNIVERSITY COLLEGE

YUHANIS MAT JUSOH
2010814848

2nd September 2013 - 28th November 2013

TABLE OF CONTENT

Abstract.....	i
Acknowledgement.....	ii
Chapter 1: Introduction	
1.0. Introduction.....	1
1.0.1. Purpose of Industrial Training.....	2
1.0.2. Objectives.....	3
1.1. Background of the Organization.....	4
1.2. Organization Structure.....	5-8
Chapter 2: Organization Information	
2.0. Introduction.....	9
2.0.1. Mission/Vision.....	9
2.0.2. Objectives.....	9
2.0.3. Tagline.....	10
2.0.4. Corporate Value.....	10
2.0.5. TATIUC Strategic Plan 2012-16.....	10
2.1. Departmental Structure.....	11
2.1.1 Organization Chart.....	11
2.1.2 Staffing.....	11
2.1.3. Staff Qualification.....	12-13
2.1.4. Segregation of Staff Responsibility.....	14

ABSTRACT

Practical training for information professional is an integral part of the program. Students should spend about 8 weeks to undergo an internship program in any libraries and other information center that are relevant to their field. This internship training is needed as to ensure that students will be familiar with the real situation of working environment in library. This internship training is an effective effort for undergraduate student to ensure that they are ready for the job market. Besides that, students are able to sharpen communication skill, soft skill and etc. Therefore, this internship training should be an ongoing training as to ensure that student becomes more confident in facing their reality of working as a librarian.

ACKNOWLEDGEMENT

*Fistly, I want to thankful to Allah S.W.T because of His blessing,
I am able to complete my Practical Training Report
I would like to express my appreciation
to my family who has been supportive in every way
in my progress to finish this report.
I am greatly indebted for their concern and
understanding which helped me
endure all obstacles.*

*I would like to state my sincere gratitude for
my supervisor from TATIUC
Mr. Wan Mansor Masri Wan Embong
and from UTM
Late Assc. Prof. Dr. Mohd Sharif Mohd Saad,
for their guidance and encouragement throughout my work.
In spite of all responsibilities and duties,
they found time for in-depth discussion which provided
invaluable contribution to ensure steady
progress of my report.
As well, I am thankful to Mr. Ahmad Nazrul Haliz Nawawi
from TATIUC library,
I greatly acknowledge his valuable insight and suggestions.*

*I am extremely thankful for the support and encouragement
received from TATIUC library staff
Pn. Noorul Akma Mat Jusoh, Pn. Hasnah Mohd Yasin,
En. Amri Daud, En. Ahmad Fadzil Salleh,
and En. Zainudin Mohamad
They give me full support and help me with
report writing.*

*To all people who has help me intended or unintended
I send all my gratitude with love.*

2.2. Department Function.....	15-16
2.3. Library Description & Collection.....	17
2.3.1. Reference Collection.....	18

Chapter 3: Industrial Training Activities

3.0. Training Activities	
3.0.1. Administrative Department.....	19-20
3.0.2. Circulation Department.....	21-23
3.0.3. Cataloguing Department.....	24-26
3.0.4. IT Department.....	27
3.1. Additional/Highlight Activities	
3.1.0. TATIUC Convocation Day.....	28
3.1.1. Chancellery Hall Opening Day.....	28
3.2. Conclusion.....	29

Chapter 4: Conclusion

4.0. Lessons Learned.....	30-31
4.2. Recommendations.....	32-33

REFERENCES.....	34
-----------------	----

APPENDICES

- *Layout 2nd Floor*
- *Layout Floor Plan Draft (3rd floor)*
- *Library Users Statistic*
- *Users Borrowing Statistic*
- *Training programme for staff*
- *Others*