



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

SHIZUOKA LIBRARY
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1st AUGUST 2016 – 30th DECEMBER 2016

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.

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13 JANUARY 2017

ABSTRACT

This industrial report training consist of industrial activities of student within 5 month of internship at Shizuoka Library, Mara Japan Industrial Institute (MJII). This report will consist of 4 different chapters. Basically the four chapter cope the information of the training activities. First chapter will an introduction of the organization where its cope the story of information background and organizational structure. Second chapter then will explained about the departmental structure within the organizational with their functions. The third and fourth chapter are the most crucial part where this part explaining all industrial training activities and the training reflection from the perceptiveness of student. Chapter three will explained and discussed in detailed about the training activity that students had perform and also the special project that they have carried out. In chapter four, student then will discussed on overall reflection of the training activities from the specific view. The closer will be the conclusion, reference and attachment of appendices.

Keywords: Industrial training, Training Activities, Shizuoka Library, MJII

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TABLE OF CONTENT

Title Page	Page No.
Declaration	i
Abstract	ii
Acknowledgement	iii
Table of Content	iv
List of Figures	v
List of Tables	vi
Chapter 1	
1.1 Background of MJII	1
1.1.1 Organizational Structure	2
1.1.2 Vision & Mission	3
1.2 Background of Shizuoka Library MJII	3
1.2.1 Vision	4
1.2.2 Mission	4
1.2.3 Objective	4
1.2.4 Client Charter	5
1.2.5 Rules and Regulations	5-6
1.2.6 Operation Hour	6
1.3 Shizuoka Library Organizational Structure	7
Chapter 2	
2.1 Departmental Structure	8
2.2 Department Function	9
2.2.1 Administration Department	9
2.2.2 Cataloguing Division	10
2.2.3 Acquisition Division	11
2.2.4 Circulation and Reference Division	13
2.2.5 Serials Division	15
Chapter 3	
3.1 Training Activities	16
3.1.1 Administration Department	17
3.1.2 Information Counter (Circulation & Reference Division)	
3.1.2.1 Circulation Division	22
3.1.2.2 Reference Division	33
3.1.3 Cataloguing Division	34
3.1.4 Serial Division	46
3.1.5 Acquisition Division	57
3.1.6 Extra Activities	58
3.2 Special Project	63
3.2.1 OPAC Literacy Class (Familiarization Session)	69
3.2.2 Library Portal Editing Process	78
3.2.3 Mini Basic Database for External User	
Chapter 4	
4.1 Knowledge Gained	98
4.2 Personal Thought and Opinion	100
4.3 Lesson Learnt	101
4.4 Limitation and Recommendation	103
Conclusion	106
Reference	107