



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA)
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03 FEBRUARY – 30 JUNE 2019

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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ABSTRACT

Library profession is specialized and technical in nature and so industrial training for the library science students must have both the elements of theory and practical skills incorporated. This is becoming more pertinent with the frequent debate lately as to the relevance of libraries in the wake of emerging web technologies. The industrial training is partly based on the internship model where students undergo training from one to five months. The contribution of this assignment is to fulfil the needs of Industrial Training (IMC690) subject. This industrial training report consists of 4 chapters and that are introduction, organization of information, industrial training activities and conclusion.

Chapter 1 consist of background of the organization, chapter 2 consist of departmental structure and function. While chapter 3 consists of training activities and special project and the last chapter is chapter 4 which has the conclusion of the report. In order to complete study, industrial training needs to undergo 5 months of practical training in industry starting from 03 February until 30 Jun 2019. The library that has been selected by industrial training is University Sultan Zainal Abidin (UniSZA). There are 3 branch libraries which are main library, Medical Campus and Besut Campus. The important aspect of this report is to study about the management of the organization and the experience of real working environment.

Keywords: Industrial training, Library internship, Evaluation of training UniSZA.

ACKNOWLEDGEMENT

In the name of Allah, the Most Gracious, The Most Merciful

Praise to be Allah, Lord of the universe, who gives the blessing and strength to complete the task for the (IMC690) Industrial Training subject with successful. Throughout the process of completing this task, from the beginning to the end, the various sweet and bitter experiences that I have come across and have brought me to meet so many wonderful people and professionals who shaping my personality though this internship period. This experience is valuable because this opportunity comes only once in my lifetime. Furthermore, the various information and knowledge I learned from this internship.

I would like to take this opportunity to say thank you to my supervisors at UiTM and at UniSZA, Sir Ridzuan, and Cik Solehah, who took time out to hear me, guide me and encouraged me during internship in spite of being extraordinarily busy with their duties. Their teachings and guides have helped me in times of difficulty along the internships. I very appreciate what they have done to explain about this report during industrial training. May Allah reward for all our efforts. I would like to extend my deepest gratitude and special thanks to all who have directly and indirectly guided me in the writing report. I also would like to express my deepest appreciation to my beloved parents and families who are my source of strength when I fall and rise.

Big thanks to all my friends and colleagues for their continuous encouragement are greatly appreciated. All the help that I have given is appreciated because, without the help and encouragement of all, this industrial training cannot be done perfectly. Not forgetting, in the success of this internship, I sincere thank you to all of UniSZA staff for helping to share useful information about their unit with me. All information shared will help me out there for my future career in this library field. The good service along the internship is very meaningful to me and I will not forget about it.

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