UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

SITI HASMAH DIGITAL LIBRARY
JALAN AYER KEROH LAMA
75450, BUKIT BERUANG,
MELAKA

PREPARED BY:
FARAHNORDALINA BT OTHMAN
2017831794
Bachelor of Information Science (Hons.) Library
and Faculty Information Management

AUGUST 8TH 2019 TO DECEMBER 31ST 2019

TRAINEE'S DECLARATION

I declares that the work in this industrial training report was carried out in accordance with the rules and regulations of Universiti Teknologi MARA (UiTM). It is original and is the result of student own work, with the help of organization, lecturer and other references. This industrial training report has not been submitted to any other academic or non-academic institutions for any other qualification. Any form of publishing, copying and so forth is prohibited and requires the consent of the student.
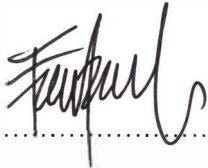
Student's Name: Farahnordalina Bt Othman

Matric Number: 2017831794

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

: Faculty of Information Management

Title: Industrial Training Report

Signature : ....

Date : 7th January 2020

i

Abstract

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, trainee needs to undergo 5 months of practical training in industry starting from 8th August 2019 until 31st December 2019. The library that has been selected by trainee is Siti Hasmah Digital Library, MMU Melaka. There are 3 branch libraries which are Main Library, Law Library, Research Library, and Nusajaya Library. Every library has their own specialty, with interesting task and function. During five months of training, trainee got opportunity to learn library management at Main Library. Training schedule has been prepared by the head of library for the trainee to learn important task at main library. Besides that, student also learn to improve communication skills, learn to be more discipline and punctual. Last but not least, the knowledge, skills and experience gain during the practical training is the best method in order to prepare student to expose to the real working environment and also to be a good and better librarian in future.

Acknowledgement

It is always a pleasure to remind the fine people in the Multimedia University (MMU) for their sincere guidance I received to uphold my practical as well as librarian skills in Siti Hasmah Digital Library.

First of all, thanks to my parent for giving encouragement, enthusiasm and invaluable assistance to me. Without all this, I might not be able to complete this subject properly.

Second, I would like to thanks to En. Mohd Faizal bin Mohd Ramsi for give us the opportunity to undergo industrial training at MMU. He also gives me the guidance and support.

Thirdly, I want to express my deepest thanks to Encik Zailani Shafie as industry training advisory on behalf UiTM Campus Rembau that has helped me a lot in dealing with industrial training placement. He had supported to me by showing different method of information collection about the University. He helped all time when we needed and she gave right direction toward completion of project.

Besides, I would like to thank Ms Siti Khabshah Masrom as Collection Department Manager, Ms Annisa Abdul Hamid as Cataloguing & Metadata Assistant Manager, Mr Mohd Hasmawi Hasmuni Chew as Assistant Manager in Acquisition Department and Puan Najwah Abdul Halim as my supervisor, and during industry training for extending their friendship towards me and making a pleasure-training environment in the Siti Hasmah Digital Library.

A paper is not enough for me too express the support and guidance I received from them almost for all the work I did there. Finally, I apologize all other unnamed who helped me in various ways to have a good training.

Table of Content