



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT
PERPUSTAKAAN AL-WATHIQU BILLAH,
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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 declared 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

This industrial training report was present about the detail of industrial training activities that has been done by student of Universiti Teknologi Mara (UiTM) Rembau campus. Industrial training (IMC690) is one of the compulsory course requirement that student need to do in order to complete the study. The industrial training main purpose is to give exposures to the student about real situation of work done and career environment related to the library management field. Student must go through the industrial training for five months starting from 1st October 2020 until 28 February 2021. The library that has been selected by the student to undergo the industrial training for five months is Perpustakaan Al-Wathiqu Billah, Universiti Sultan Zainal Abidin, Kampus Gong Badak. This industrial training report consists of five chapters. Chapter 1 is about introduction which mostly state about the background and organizational structure of the library. In chapter 2, it more about the organization information which explain about the division structure and function of unit in each division. For chapter 3 is about industrial training activities, this is the most important chapter which explain all the activities related with the industrial training such the work done that have been given by the library to the students and the special project that been done by the student. Then, chapter 4 is reflective writing, which state about what student gained during the industrial training such as experience in handling the task, knowledge and skills, lesson learnt, limitation and recommendation. Last but not least, chapter 5 is conclusion. This chapter is about what student can conclude related to the industrial training course after go through it for five month.

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TABLE OF CONTENTS

Declaration	i
Abstract	ii
Acknowledgement	iii
Table of Content	iv-vi
List of Figures	vii-x
List of Tables	xi
List of Appendices	xii
Chapter 1: Introduction	1 - 51
1.0 Introduction	
1.1 Establishment Background of UNISZA	
1.2 Library Location	
1.3 Library Operation Hour	
1.4 Vision, Mission and Objective	
1.5 Client Charter	
1.6 Organization Chart	
1.7 Library General Rules	
1.8 Quality Policy	
1.9 Social Media	
1.10 Services	
1.10.1 Loan, Fines and Lost Books	
1.10.2 Reservation	
1.10.3 Document Supply Services	
1.10.4 Interlibrary Loan	
1.10.5 Search Query Reference and Information	
1.10.6 Reader's Advisory Program	
1.10.7 New Book Display and Exhibition	
1.11 Facilities	
1.11.1 Reading Area	
1.11.2 Auditorium	
1.11.3 Photocopying Service and Printing	
1.11.4 Computer Lab	
1.11.5 Wifi Zone	
1.11.6 24-Hour Reading Room	
1.11.7 Self-Check Machine and Book Drop	
1.11.8 Discussion Room	
1.11.9 Carrel/ Study Room	
1.11.10 Locker	