



MARA UNIVERSITY OF TECHNOLOGY, SHAH ALAM

FACULTY OF INFORMATION MANAGEMENT

BACHOLER OF SCIENCE IN INFORMATION STUDIES (HONS) (LIBRARY &  
INFORMATION MANAGEMENT)

REPORT WRITING:

PRACTICAL TRAINING AT PERPUSTAKAAN TUN ABDUL RAZAK 1 UiTM SHAH  
ALAM, MALAYSIA

PREPARED BY,

MUHAMMAD FADZLI BIN RAMLY

2005602598

PREPARED FOR,

PN. ZURAIDAH BT ABDUL MANAF

22<sup>ND</sup> FEBRUARY 2008

## **ACKNOWLEDGEMENT**

Praise to Allah S.W.T, with His permission I'm successful finished my practical training. 2 month is quite long period for me because before this I don't ever work yet, and this is first time I've to wake up at 6 a.m. in the morning, so that I will go early to office. First of all, thank you to Pn. Hjh Paiza Idris (Chief Librarian of PTAR) because willing to accept me doing my practical at this organization. Only Allah can reply all her kindness.

To my practical training supervisor, Pn. Zuraidah thanks a lot for your guidance and support. I'm really appreciate your willingness to visit me during the practical training. Thanks too Pn. Norshila, lecturer who in charge for the practical training. She helps a lot in ensure the student getting a place to do practical training.

Thanks a lot to my parents and family for their support and helps in term of moral and finance. I can't forget it. I love all of you lots.

To all PTAR's staff, thanks for your helps and guidance during my practical training. They willing accept me to be one of PTAR members. This experience was giving me biggest lesson and lots of knowledge. One day we can meet again. Insyaallah.

Million appreciate to my friends because always there when I need helps and support. Every moment we spend together giving cheerful in my life. I hope this relationship will strongly ever after.

Thank You

## TABLE OF CONTENTS

Topic	Page
<b>Acknowledgement</b>	<b>i</b>
<b>Table of Contents</b>	<b>ii - iii</b>
1. Introduction	1
1.1. History	1 - 3
1.2. Mission	4
1.3. Vision	4
1.4. Objectives	4 - 5
1.5. Facilities	5
1.6. Services	6
1.7. Operation Time	7
2. Organizational Chart of PTAR	8
2.1. Library's Plan	9 - 24
3. Budget Allocation	25
3.1. Scope	25
3.2. Expenditure details	25
3.3. Allocation of Management Cash	25 - 26
3.4. Trust Fund	26
3.5. Comparison of Management Cash expenditure for 5 years period	26
3.6. Table of allocation of management cash on 2007	26 - 27

## **1.0. INTRODUCTION**

### **1.1. HISTORY**

The library was first set up in 1960 under the Rural and Industrial Development Authority (RIDA) in Petaling Jaya. In 1972 a new main library building was completed in Shah Alam and named Perpustakaan Tun Abdul Razak 1. To date the library collections totaled more than 600,500 volumes comprising books, pamphlets, conference papers, bibliographies, calendars and other non-print materials in microform format. The library also holds about 5,000 periodical titles currently subscribed or received through request/donations. A number of 53 online databases are subscribed from various journals

In addition to the main library, there are eight other component libraries namely:

#### **↳ Perpustakaan Tun Abdul Razak 2 (1986)**

The library specialises in collection on Business and Law Collections besides providing reading and reference materials for the off campus and distance learning students.

#### **↳ Perpustakaan Tun Abdul Razak 3 (2003)**

The library specialises in collection on Chemical Engineering, Mechanical Engineering, Civil Engineering and Electrical Engineering. Materials available in the library are also focused on subjects offered by the Faculties.



↳ **Perpustakaan Tun Abdul Razak 4 (2004)**

The library specialises in collection on Medical, Pharmacy, Computer Science, Performing Arts and Sport Science. Materials available in the library are also focused on subjects offered by the Faculties.

↳ **Perpustakaan Tun Abdul Razak, Faculty of Architecture, Planning & Surveying Library (1994)**

The library is attached to the Faculty of Architecture, Planning and Surveying. Materials available in the library are also focused on subjects offered by the Faculty

↳ **Perpustakaan Tun Abdul Razak, Petaling Jaya (1967)**

The library specialises in collection on Health Sciences besides providing reading and reference materials for the off campus and distance learning students.

↳ **INTEC Section 17 Library in Shah Alam (1982)**

The library specialises in collection on Education, A-Level Program and Music Collections besides providing reading and reference materials. The collection consists of materials on music, which includes books (text and scores), journals, CD on music (popular and classic) and cassettes. Services provided by the