

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN UNIVERSITI MALAYA
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LIBRARY MANAGEMENT

1ST OF AUGUST – 31ST OF DECEMBER 2018

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Abstract

University of Malaya (UM) was my choices to endure my experience 5 month of Industrial Training. University of Malaya Library is known as the organization that always won Quality Agency Awards hence make me decided to do my Industrial Training here. The library has been established since 1959. Through my internship here, I was assigned to do various tasks including cataloguing. I was able to apply the knowledge that I learned from lecturer during my study. Besides, I also got to learn about a lot of important things during the internship that able to increase my knowledge about the librarianship work. In practical training experience, my understanding about the management of library and duties of librarian also increasing and make me more confident in carrying out the task. From the practical training, I gained wonderful and interesting experience in the library and my communication and library skills be better day by day when they helped from other staff towards me.