



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN TUN ABDUL RAZAK
UNIVERSITI TEKNOLOGI MARA
CAWANGAN NEGERI SEMBILAN
KAMPUS REMBAU

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ABSTRACT

The main objective of the Internship Report is to fulfill the partial requirements for course IMC690 Industrial Training in Libraries and Information Institutions of the Bachelor of Information Science (Hons) Library Management. It is the output of the five month long (150 working days) internship in the Perpustakaan Tun Abdul Razak UiTM Cawangan Negeri Sembilan, Kampus Rembau.

An internship is a very good opportunity to gain practical knowledge about any real world concept. Internship bridges the theory with the practice in any particular field of study. Thus it clarifies the theoretical concept of the students which may not be possible only through class lectures and follow up examinations. Internship gives the students a clear cut idea about what they learnt in the theory and whether these are implemented in the real world situation accordingly or with modifications. This real life experiences helps the students to make them eligible for the job environment.

After the completion of the internship program I have gathered enough experience about the acquisition, processing and dissemination of library reading materials, managerial activities, stock verification, library website, reference services, old manuscript preservation, etc. which I have shared in different chapter of the report. There are also some observations from my point of view which I think would be considerable to the authority for the betterment of the Perpustakaan Tun Abdul Razak UiTM Cawangan Negeri Sembilan, Kampus Rembau.

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