

LIBRARY OF UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA)  
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**INDUSTRIAL TRAINING REPORT**

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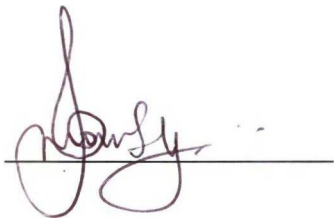
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Signed by

A handwritten signature in black ink, appearing to read 'Siti Nur Aisyah Binti Abdul Rahaman', is written over a horizontal line.

Siti Nur Aisyah Binti Abdul Rahaman

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Date of submission: 11<sup>th</sup> January 2018

## ABSTARCT

Industrial training have been experiencing through. UniSZA Library is chosen as attentive organization. Skill requirement and explicit knowledge have been transmitted well. On top of that, multiples new knowledge and skills able to be captivate. Five months have been allocated as to completing various tasks of UniSZA Library. The beginning training has started with schedule given. Administrative, in house operation and services are core task that was able to complete. Three divisions exist in UniSZA Library, which are Library Planning and Development Division, Technical Management Division and Services Management Division. Different units must be attending based on the schedule arrangement. Each units simplify have their own compulsory task in ancillary the related division as to support the organization. Consequently, organization of information is well performed based on the given rules and established international standard. Besides that, process and workflow arrangement apportion is well implemented during the given task. Technical Management Division mainly sustenance the collection existence on UniSZA Library and on top of that the established workflow must be well perform as to ensure the run smoothly. Administrative skills have able to be engrossed during training session on Library Planning and Development Division. Apart from that, Services Library Management has able to development my communication skill as the requirement is to engaged with customers and public. Overall, industrial training indeed was a great platform that ensures the preparation of me towards the future job environment and UniSZA Library absolutely a great organization in conducting industrial training.

## ACKNOWLEDGEMENT

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