UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

THE OFFICE OF LIBRARY AND KNOWLEDGE MANAGEMENT,

UNIVERSITY MALAYSIA KELANTAN,

BACHOK CAMPUS,

KARUNG BERKUNCI NO 1,

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KELANTAN DARUL NAIM

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1ST AUGUST – 28TH DECEMBER 2017

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 declare 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

The industrial training is an essential part of the curriculum that refers to work experience done during the program of study which is relevant to professional development prior to graduation. In this training, the students can gain new knowledge, experience and technical skills about the library management. Moreover, it is the requirement for the subject of Industrial Training (IMC 690) and being the main subject for the final year students of Bachelor of Information Science (HONS.) Library Management (IM 244). For this training, The Office of Library and Knowledge Management, University Malaysia Kelantan had been chosen as a place to undergo this industrial training about five (5) month. This training started from 1st August until 28th December 2017. Every students must undergo this training at every five department in the library that had been chosen. It is clear that this training can be one of the preparation for the students to face with the working environment in the future.

ACKNOWLEDGEMENT

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