

LIBRARY OF UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA)

KAMPUS GONG BADAQ

GONG BADAQ

21300 KUALA NERUS

TERENGGANU DARUL IMAN

DATE:

1ST AUGUST – 31ST DECEMBER 2018

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DECEMBER 2018

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 understand the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

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ABSTRACT

The documentation of this industrial training report is to enlighten to my supervisor about the activities that have been through for the five month of internship at Universiti Sultan Zainal Abidin (UniSZA) Library. This report explained about the task given during the training at each of division includes cataloging, customer service, acquisition, digitization, assist the events with the supervisors, and also shelving activities. Furthermore, the most significant things that have been implemented in this training is accomplishing the special project. The Aesthetic of *Songket* Heritage Exhibition that implement by the practical student had attract unexpected visits by the library users as they liked this kind of knowledge especially, for the international student that never know about Malay heritage. Moreover, during the industrial training at the UniSZA Library, I am able to gain a various of knowledge that I would not may know that in the university. From the basic one until the technical one, the library staffs unstoppable shared their knowledge to us as they want to make us experience the work life.

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