

INDUSTRIAL TRAINING REPORT:

SABAH STATE LIBRARY

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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.

Signed by



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ABSTRACT

This industrial training report consists of 4 chapters that are Introduction, organization information, industrial training activities, industrial training reflection. Chapter 1 consists of background of the organization and organizational structure. Chapter 2 consists of departmental structure and departmental function. Whereas, chapter 3 consists of training activities and special project. While chapter 4 has application of knowledge, personal thoughts, lesson learnt, limitation and recommendation. It was required that students that study in library management need to undergo an industrial training for 5 months. Therefore, trainee had chosen Sabah State Library as placed for internship placement. In 1st August 2019, trainee report to the organization. Sabah State library had provided trainee a training schedules and based on it, trainee will go to eight division of the library. After 4 months of training in Headquarters of Sabah State Library, trainee will be transfer into Tanjung Aru Library. During five months of training, trainee get to learn a lot of things and applied the knowledge gained from University. From this training too, trainee get to learnt that having a good communication skill is important as librarian need to deal with patron. Lastly, it is hope that knowledge gained from these training will help the student to be more ready in facing actual work environment in future.

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