



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TUN ABDUL RAZAK (PTAR)
UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN PULAU PINANG
KAMPUS PERMATANG PAUH, JALAN PERMATANG PAUH
13 500 PERMATANG PAUH, PULAU PINANG**

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1st AUGUST – 31st 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 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 academic writing report is based on the industrial training undergone by trainee for five (5) months starting from 1st of August 2018 until 31st of December 2018 at Perpustakaan Tun Abdul Razak (PTAR) Universiti Teknologi MARA (UiTM) Cawangan Pulau Pinang Kampus Permatang Pauh. The purpose of this academic writing is to represent the detailed information of trainee's experience and lesson learnt in the field of Library Management during the internship. The findings of the reports include the organization's profile as a whole, all training activities involve by trainee, the completed special project created by trainee, and also few recommendations suggest to the management of PTAR Permatang Pauh. E-bulletin and exhibition project has been done as a trainee's special project while undergone the industrial training at PTAR Permatang Pauh. During the internship also trainee has gained a lot of valuable knowledge and experiences although it is a little bit challenging on the early of the internship training. At the end of the training, trainee has completed all the task given by the PTAR UiTM Cawangan Pulau Pinang Kampus Permatang Pauh and completed the special project.

Keywords: *PTAR Permatang Pauh, Library Management, E-bulletin and exhibition project*

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