



UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

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&

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1ST AUGUST – 31ST DECEMBER 2019

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Signed by,



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ABSTRACT

Industrial training is one of the compulsory study requirements in order to fulfill students to hold a degree. It is a challenge to anyone who involved on it. I have chosen to do my internship at two different libraries which are academic library, Perpustakaan Politeknik Kuching Sarawak, and public library, Pustaka Negeri Sarawak. I have been in both organizations for 5 months starting 1st August 2019 until 31st October 2019 at Perpustakaan Politeknik Kuching Sarawak, meanwhile from 1st November 2019 until 31st December 2019 at Pustaka Negeri Sarawak. The report of this industrial training consists of 4 chapters which are the introduction, organizational information, industrial training activities, and industrial training reflection. The main inputs for this report are in chapter 3 and chapter 4. I will explain in details about the activities and tasks have been done within 5 months of my industrial training as well as the special project I have done for Perpustakaan Politeknik Kuching Sarawak. Chapter 4 will cover about my knowledge gained, personal thoughts, lesson learnt, and limitation and suggestion from my perspective. I have been exposed to the working environment and obtain many knowledge and experiences during my industrial training.

ACKNOWLEDGEMENT

With high gratitude to Allah S.W.T, I am so grateful that I finally done my industrial training and managed to prepare and complete this training report with full of satisfaction. During the preparation of this, people around me are the main factors that encourage me and also motivating me so that I am able to finish my training report.

First and foremost, I would like to express my highest appreciation and acknowledgement to my supervisor, Encik Ahmed Noor Kader Mustajir bin Md. Eusoff, my organizations' supervisors, Tuan Haji Kiprawi bin Sani and Puan Dyg Sharfinaz bte Abg Hassan from Perpustakaan Politeknik Kuching Sarawak, also to Miss Nur Faziella Syazmeen Hasli as being my supervisor when in Pustaka Negeri Sarawak, who had gave me lots of supportive ideas, suggestions and also in guiding me towards the completion of my reports as well as during my industrial training.

With a great pleasure, my gratitude also goes to all those who gave cooperation during my industrial training especially all of the library staffs from both organizations, Perpustakaan Politeknik Kuching Sarawak and Pustaka Negeri Sarawak for sharing all the knowledge, experiences, and opinions in this library field. It is very helpful in preparing my training report.

Finally, I would like to give my special thanks to my beloved parents, siblings, families, and friends who keep on inspiring me, motivates me, and support me in order to complete my industrial training report. From the deepest, I would to express my greatest gratitude and appreciation to those who directly, and indirectly involve in the preparation of this report.

Thank you so much.

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