

**INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN POLITEKNIK MUKAH,**

**POLITEKNIK MUKAH,**

**KM 7.5, JALAN OYA, 96400, MUKAH, SARAWAK**

**By**

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**1st August 2018 – 31st December 2019**

**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**

Industrial training is one of the compulsory study requirements in order to fulfil the needs of students to hold a degree. To fulfil the industrial training requirement, the students, must undergo at least five (5) month training at the organization that has been approved by the faculty. Related to the course that have been taken, students should involve in information management in library management. So, I have decided to undergo my industrial training at Perpustakaan Politeknik Mukah, Sarawak (PMU). Started from August 2019 and ended on December 2019 are the period of my internship. I have reporting to undergo internship on 1<sup>st</sup> August 2019 and end my internship on 31<sup>st</sup> December 2019. This report is basically consist of four (4) chapter which are introduction of the organization, organization information, industrial training activities and industrial training reflection.

**Keywords:** industrial training, industrial training activities, Perpustakaan Politeknik Mukah (PMU), library management, information management

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