

INDUSTRIAL TRAINING REPORT

**TOK KENALI LIBRARY
INSTITUT PENDIDIKAN KAMPUS KOTA BHARU
JALAN MAKTAB, PENGKALAN CHEPA,
16109 KOTA BHARU, KELANTAN.**

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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.

Signed by,



(IZAR BINTI RUSDI)

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Acknowledgement

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

“In The Name of Allah, Most Gracious, Most Merciful”

Assalamualaikum W.B.T

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Thank you very much.

Abstract

The purpose of this practical training report was undertaken to record all those the entire task that have been taken during the practical training for almost five months at the Tok Kenali Library of *Institut Pendidikan Guru Kampus Kota Bharu* (IPGKKB) was explained. Other than that, the report also have covered on Tok Kenali Library department that had been learned and discovered for five months which are Acquisition Department, Circulation Department, Cataloguing Department, Reference Department and Serial Department was mentioned. In addition, this report also included their collections, facilities and services that have been done as a practical student. Apart from this report are attached with the photo as appendix was included. Some personal thoughts and recommendations also provided to improve their library was mentioned.

(125 words)

Keywords: *Industrial Training Report, Tok Kenali Library Departments, Collections, Services*

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