



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**PUSAT SUMBER PUTERI
IINSTITUT PENDIDIKAN GURU KAMPUS PEREMPUAN
MELAYU
JALAN MAKTAB, DURIAN DAUN
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2 FEBRUARY- 30 JUNE 2015

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



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ABSTRACT

The academic writing report paper is based on the period from 2nd February 2014 to 30th June 2014 in Pusat Sumber Puteri, Institut Pendidikan Guru Kampus Perempuan Melayu, Melaka. This report includes the organization information, practical training task and reflective writing of an internship student in library. The report is wrote in order to point out the task that have been assigned within the practical training.

Keywords: *Cataloging, circulation, library, practical training, acquisition.*

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