



**UNIVERSITI TEKNOLOGI MARA**

**INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN TUN ABDUL RAZAK (PTAR)  
CAWANGAN NEGERI SEMBILAN  
KAMPUS REMBAU**

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## **AUTHOR'S DECLARATION**

Writer declares that the work in this study was carried out in accordance with the regulation of Universiti Teknologi MARA. It is original and this is the result of writer own work, unless otherwise indicated or acknowledged as referenced work. This study has not been submitted to any other academic institutions or non-academic institutions for any other degree or qualification.

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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. Writer was chosen to do an internship at academic library which is Perpustakaan Tun Abdul Razak, Cawangan Negeri Sembilan Kampus Rembau. Writer have been there for five months starting from 1rd February 2015 until 29th June 2018. Perpustakaan Tun Abdul Razak, Universiti Teknologi Mara Library is a one of the great mechanism to the students in order to acquire and gains a high quality of knowledge. It is also suitable place for Information Management's students to have the practical training. It is because UiTM Library have equipped in order to fulfill the studies and course. The report of this practical training consist four chapters which are introduction, organizational chart, industrial training activities and conclusion. The main inputs in this report are chapter 3 and chapter 4. Writer will explain in depth activity done within five months here and special project that writer have done. Chapter 4 will cover about knowledge gained, personal opinion, lesson learnt and limitation and suggestion from writer perspective.***

**Keyword:** Perpustakaan Tun Abdul Razak, UiTM, Internship

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## TABLE OF CONTENT

|  |           |
|--|-----------|
| <i>Declaration</i>   | 3         |
| <i>Abstract</i>  | 4         |
| <i>Acknowledgement</i>   | 5         |
| <i>List of Figures</i>   | 9         |
| <i>List of Tables</i>  | 12        |
| <b>CHAPTER 1: INTRODUCTION</b>   | <b>13</b> |
| <b>1.1 INTRODUCTION</b>  | <b>14</b> |
| 1.1.1 OBJECTIVES OF INDUSTRIAL TRAINING  | 14        |
| 1.1.2 PURPOSES OF INDUSTRIAL TRAINING REPORT   | 14        |
| <b>1.2 INTRODUCTION TO ORGANIZATION</b>  | <b>16</b> |
| 1.2.1 ORGANIZATION'S BACKGROUND AND HISTORY  | 16        |
| 1.2.2 HISTORY OF UNIVERSITY TEKNOLOGI MARA REMBAU CAMPUS                             | 17        |
| 1.2.3 MOTTO  | 18        |
| 1.2.4 VISSION  | 18        |
| 1.2.5 MISSION  | 18        |
| 1.2.6 OBJECTIVES   | 18        |
| <b>1.3 INTRODUCTION TO PERPUSTAKAAN TUN ABDUL RAZAK (PTAR)<br/>    REMBAU CAMPUS</b> | <b>19</b> |
| 1.3.1 LOCATION OF THE PTAR REMBAU CAMPUS   | 21        |
| 1.3.2 VISION   | 22        |
| 1.3.3 MISSION  | 22        |
| 1.3.4 OBJECTIVES   | 22        |
| 1.3.5 OPENING HOURS  | 23        |
| <b>1.4 ORGANIZATION STRUCTURE</b>  | <b>23</b> |