

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN TUNKU TUN AMINAH,
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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. 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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9 JANUARY 2019

ABSTRACT

Tunku Tun Aminah Library UTHM was my choice to undergo my five months of industrial training. Tunku Tun Aminah Library (PTTA) was one of the best library in Malaysia. I was supervised by Encik Mohd Noor Hasman Bin Mohd Tumari during my five months of intern. I was assigned in accomplishing various task and duty that gives me the experience to be in the real workplace situation. I was also able to apply practically all the skill and knowledge acquired from my previous lecture class during my intern here. Besides, I learned and experienced so much new things that I never learned in lecture before such as the author rating task, the process of acquisition, and how a library operate in reality. In this report, it include all the details regarding UTHM, PTTA, all the activities done during my industrial training, the way on how to handle an event and the reflection of all that I had gained in those five months of intern. As a trainee a good attitude is a must to make sure of getting good feedback from the organization and also gives a self-satisfaction. Within this 23 weeks of industrial training it really taught me knowledge and experience were something that we can get everywhere depend on how hard you're willing to grab it.

ACKNOWLEDGEMENT

First and foremost, I would like to express my highest gratitude to Allah S.W.T for His guidance and giving me the chance to be in this level where I manage to perform my responsibility as trainee and complete this industrial training. Also for giving me the chances to learn and seek for more knowledge.

My appreciative thanks to University Tun Hussein Onn Malaysia and especially Tunku Tun Aminah Library (PTTA) for giving me the chance to be here and carry out my industrial training for this five months period. The huge contribution and support from all the library staffs was such a blessed.

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