



**FACULTY OF INFORMATION MANAGEMENT  
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**INDUSTRIAL TRAINING REPORT  
PERPUSTAKAAN TUN ABDUL RAZAK(UITM)  
PUNCAK PERDANA  
01 FEBRUARI – 30JULY 2016**

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**FEBRUARI 2016**

## DECLARATION

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## ABSTRACT

This report of industrial training being done to fulfill requirement of subject Industrial training (IMC 690). It cover activity Library Puncak Perdana that also known as PTAR PP(perpustakaan Tun Abdul Razak Puncak Perdana) establish in 2004 .This report explain about unit in library. Unit like administration, technology information, acquisition, databases, cataloging, information services and customer services. The staffs work scope regarding to library operation being done effectively in order to make library as place for quality reference place. The work being done including arrange books, work in counter,handled customer's needs, practice the WILS system ,and others.

Library also make activities and being a medium for students to make activities that being provided by course. Library Puncak Perdana also have an internet servers so students can bring their own laptop and do their own assignment if the ICT room full. The good and comfortable environment can provide the main reasons why students can achieve a good results.

**KEYWORDS:** Perpustakaan Tun Abdul Razak, administration, acquisition, cataloging,WILS

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