

INDUSTRIAL TRAINING REPORT

**TUN ABDUL RAZAK LIBRARY
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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 declaring 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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ABSTRACT

The students of bachelor level of Faculty of Information Management precisely, are required to undergo an industrial training for five (5) months from the 1st of February 2018 until 29th of June 2018. During this five (5) months period of industrial training, students were supervised and monitored by two nominated supervisors which are one from the faculty and one from the organization of the industrial training itself. The industrial training was done at Tun Abdul Razak Library (PTAR) Universiti Teknologi MARA (UiTM) Rembau campus, Negeri Sembilan. It is because this agency has equipped with variety of task in order to fulfill the studies and course. It is an academic library that provides all type of collections such as journal, magazines, thesis, audio-visual, and mostly the collections are the standards that suit the student's needs. All the works and tasks were done by the students at the library in order to gain knowledge and experiences for five months at the library and also to prepare themselves with the real working environment before they graduated from the institution. The report of this practical training consist four chapters which are introduction, organization information, Industrial training activities and references. 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 has done. Chapter 4 will cover about knowledge gained, personal opinion, lesson learnt and limitation and suggestion from writer perspective.

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