



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TENGKU ANIS UTM KELANTAN
18500 MACHANG KELANTAN**

Prepared By

**SYARIFAH NURFATIMAH BT SAYD HUSSAIN
2015636902**

**BACHELOR OF INFORMATION SCIENCE (HONS.)
LIBRARY MANAGEMENT (IM244)**

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DECLARATION

I hereby declare that this is my original work. I have not copied from any other students' 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

SYARIFAH NURFATIAH BT SAYD HUSSAIN

2105636902

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ABSTRACT

In this report, it provides a comprehensive description about the practical training which are being carried out at Perpustakaan Tengku Anis, UiTM Machang Kelantan for a 5 months period. There are 4 chapter's contains introduction to UiTM Machang and Perpustakaan Tengku Anis, differences of roles and job scopes that carried out by 9 departments at Perpustakaan Tengku Anis, the activities that are being carried out during the practical training and special project managed and lastly, knowledge and lesson gained during the time period of training. The first chapter, it's introduced the background of UiTM Machang and PTA also. While the second chapter, it is the explanation of departments in PTA which Administration, Customer Service, Cataloguing, Acquisition, Journal, Archive, Conservation, Information Services and Information Technology. Third chapter was about training activities during training on department by department and last chapter was about conclusion includes knowledge and lesson learned along the outcomes after practical training.

Keywords: *Perpustakaan Tengku Anis, UiTM Machang, Practical Training, Training, PTA Department, Activities*

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