

UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

MINISTRY OF AGRICULTURE & AGRO-BASED  
INDUSTRY  
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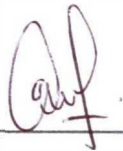
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2<sup>nd</sup> February - 30<sup>th</sup> June 2016

## DECLARATION

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Date of submission: 13 July 2016

## ABSTRACT

This report is regarding to the industrial training from 2<sup>nd</sup> February until 30<sup>th</sup> June 2016 at Ministry of Agriculture and Agro-Based Industry Library, Putrajaya. It is one of an earliest special library in Malaysia. The students were attached to this organization for five months to go through training before finishing the studies in Library Management (IM244) program. There were three section in the library where the student needs to be attached to all section in the library which are Acquisition and Documentation, Administration and Financial and Service and Promotion Section.

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