

INDUSTRIAL TRAINING REPORT

**TUANKU SYED FAIZUDDIN PUTRA LIBRARY UNIVERSITI
MALAYSIA PERLIS (UniMAP) PAUH PUTRA CAMPUS 02600 ARAU,
PERLIS**

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01 AUGUST 2018 - 31 DECEMBER 2018

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 declared 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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Date of submission: 9 January 2019

ABSTRACT

This report is provided based on the industrial training period from 1st August 2018 to 31st December 2018 at Tuanku Syed Faizuddin Putra Library, Universiti Malaysia Perlis (UniMAP). This report is prepared which includes a detailed explanation of the processes during industrial training. Each explanation is divided into four main chapters, which is introduction about the organization, information organization, industrial training activities, and industrial training reflection. Introduction to the activities involved and implemented special projects are described in a full detail. This industrial training has also required trainee to conduct a study on trend access of databases among academic and non-academic staff at, Universiti Malaysia Perlis (UniMAP). The task given to trainee throughout this industrial training can provide trainee to face real challenges that exist in the realm of work later on. Through initial disclosure of the environment in this library management, the trainee will better understand the differences that exist when they are in the lecture room and are in the real industry. This situation makes industrial training a suitable medium for applying knowledge while providing trainee experience.

KEYWORDS: *Universiti Malaysia Perlis (UniMAP); Tuanku Syed Faizuddin Putra Library; E-resources; Library management; (179 words)*

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