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FACULTY OF INFORMATION MANAGEMENT
UITM CAWANGAN NEGERI SEMBILAN
KAMPUS REMBAU

INDUSTRIAL TRAINING REPORT

PERBADANAN PERPUSTAKAAN AWAM NEGERI SEMBILAN
BANGUNAN WISMA UMNO,
JALAN DATO SHEIKH AHMAD, BANDAR SEREMBAN,
70000 SEREMBAN,
NEGERI SEMBILAN.

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01ST AUGUST - 31ST 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 declare 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

Hazwani Binti Othman

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Date of submission:

ABSTRACT

The 5 months practical training that I undergo at Perbadanan Perpustakaan Awam Negeri Sembilan (PPANS), is excellent as I am able to finish it accordingly as required by Faculty of Information Management for the course Bachelor of Information Science (Hons.) Library Management for about 20 weeks starting from early of August 2018 until end of December 2018. I am exposed to many new things which are very valuable for me to learn and carry out with devotion when I face the real world of working in the future. This report book is an overall activity throughout the process of industrial training that contains industry training information, beliefs and conclusions of the whole report, and comments related to the training being undertaken as well as suggestions for organizations for future improvement process. Overall, the report is presented to the academic supervisor, Sir Ridzuan bin Ibrahim, from faculty of Information Management to evaluate and understand every work that has been done by the student while undergoing industry training in the organization. The world of working is a completely different phase compared to studying world: therefore by going for an industrial training, I hope that the students are well prepared and have high confidence to serve the community. I will strive to use gained skills and knowledge in the best possible way.

Keyword: *Industrial Training, Perbadanan Perpustakaan Awam Negeri Sembilan, Faculty of Information Management, Knowledge and Skills, Working Environment.*

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I am also deeply grateful to the organization- Perbadanan Perpustakaan Awam Negeri Sembilan (PPANS) and to Puan Jamilah binti Haji Katis, the Director of PPANS for taking us under your wings, the for teaching us everything we needed to learn, allowing us to participate with the many activities organized or joined by the library, sharing with us the knowledge that are there. Also, not forgotten are the kind helpful staff of the library all around Negeri Sembilan, mainly the Seremban and Port Dickson Libraries. All the gained here will not go to waste, but to be remembered, spread and shared. In Shaa Allah.

Thank you all.

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