



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TUN ABDUL RAZAK (PTAR)
UNIVERSITI TEKNOLOGI MARA (UiTM) CAWANGAN PULAU PINANG
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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 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.

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ABSTRACT

The purpose of this writing is to report the activities undergone by the trainee during the five months period of industrial training at Perpustakaan Tun Abdul Razak (PTAR), Universiti Teknologi MARA (UiTM), Cawangan Pulau Pinang, Kampus Permatang Pauh. The report includes the whole task assigned to the trainee in all units such as cataloguing, binding and reprography, circulation, serials, reference, automation, administration and others during practical training. Besides, this report also will highlight the most essential part whereby the trainee is requested to implement a special project. By undergo industrial training, the trainee able to develop soft skills and enhance their credibility towards the needs of the organization. Knowledge and experience gained during the training definitely help the trainee adapting in the real working environment in the future.

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First of all, I would like to express my gratitude to the Almighty for His grace given me His strength and good health. With His permission, I am able to perform my responsibility as a trainee to complete this industrial training report in time.

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