



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UNIVERSITI MALAYSIA KELANTAN
THE OFFICE OF LIBRARY AND KNOWLEDGE MANAGEMENT,
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01 AUGUST-31 DECEMBER 2017

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 industrial training has been conducted in the process of gaining knowledge and information with working environment instead of just learning the theory only. It is the requirements of subject IMC 690 (Industrial Training) for students of Bachelor of Science (HONS), Library and Information Management which requires students to choose local libraries to do the industrial training. The Office of Library and Knowledge Management, Universiti Malaysia Kelantan (UMK) has been chosen as a place to do this industrial training for about five months started from 1th August 2017 until 31th December 2017. With this industrial training, students will learn in more detail about the flow steps for any process in the library. Students also will place in each department available in the chosen library. During five months of industrial training, for the first three months from August to October I had been placed in the acquisition department, then in November I was been assigned in technical department, after that in the last month of practical training I have to make rotation every two week at other department. So, from these five months of training, I have attained so many things from the experience, knowledge, information, lesson learned and more. So, this report consists all those things, include the details information of the organization, information on the department that I am training at and the information on special project that I have done in this organization.

Keywords: *department, industrial training, library.*

Acknowledgement

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