



UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN TENGKU ANIS UITM KELANTAN 18500  
MACHANG KELANTAN

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AUGUST 2018 – DECEMBER 2018

## **DECLARATION**

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## ABSTRACT

In this report, it provides a comprehensive description about the practical training which are being carried out at Perpustakaan Tengku Anis, UiTM Machang Kelantan for a 5 months period. There are 4 chapter's contains introduction to UiTM Machang and Perpustakaan Tengku Anis, differences of roles and job scopes that carried out by 9 departments at Perpustakaan Tengku Anis, the activities that are being carried out during the practical training and special project managed and lastly, knowledge and lesson gained during the time period of training. The first chapter, it's introduced the background of UiTM Machang and PTA also. While the second chapter, it is the explanation of departments in PTA which Administration, Customer Service, Cataloguing, Acquisition, Journal, Archive, Conservation, Information Services and Information Technology. Third chapter was about training activities during training on department by department and last chapter was about conclusion includes knowledge and lesson learned along the outcomes after practical training.

**Keywords:** *Perpustakaan Tengku Anis, UiTM Machang, Practical Training, Training, PTA Department, Activities*

## ACKNOWLEDGEMENT

I'm very grateful, because I can finish this Industrial Training (IMC690) after five months periods of practical training. First and foremost, I would like to thank to all my lecturer of this project because gives the valuable guidance and advice. They inspired me greatly to work in this project. They willingness to motivate me contributed tremendously to my project. I also would like to thank all my lecturer for showing me some example that related to the topic of my project. In addition, I would also like to thank to Perpustakaan Tengku Anis, UiTM Kelantan especially Mrs. Rosmariyati Bt. Ab Rahman, my supervisor at PTA which she provide me valuable information as the guidance of my project.

Finally, an honorable mention goes to my families who support me a lot especially in money problem in order to finish this Industrial Training. A very thank you also to my friends for their understandings and supports on me in completing this project. Without helps from those of the particular that mentioned above, I would face many difficulties while doing this training. Without their encouragement and guidance, this project would not have materialized. The guidance and support received from all the members who contributed and who are contributing to this training, was the reasons for the finished of this Industrial Training. I am grateful for their constant support and help.

Thank you.

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