



UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

TUN SERI LANANG LIBRARY  
UNIVERSITI KEBANGSAAN MALAYSIA  
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SELANGOR DARUL EHSAN.

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2<sup>ND</sup> FEBRUARY 2015 - 30<sup>TH</sup> JUNE 2015

# DECLARATION

I sincerely declare that I am the sole writer of this report. The details of training and experience contained in this report describe my involvement as a trainee in the field of Information Science Library Management at Tun Seri Lanang Library. All the information contained in this report is certain and correct to me. 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.

Signed by



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# ABSTRACT

*This industrial training report is describing about industrial trainee experience in doing internship session at Tun Seri Lanang Library, UKM Bangi for 5 months starts from 2 February 2015 until 30 June 2015. First chapter in this report was described on the organization background which includes general information such as vision, mission, etc of Universiti Kebangsaan Malaysia (UKM) and its library Tun Seri Lanang (PTSL). Next on second chapter is about the organization information which explains on detail about the function, objective and the organization chart for each department in the library. Followed by the chapter 3 are the explanation on the industrial trainee activities and the special project conducted. In addition there are also include a schedule for the whole training. Lastly chapter 4 will briefly on the activity involve by the industrial trainee at the organization and application of knowledge skill and experience in undertaking the task. Besides that, industrial trainee has come out with personal thought and the lesson learned and also the limitation with the recommendation suggest.*

*Keywords: Industrial training, training activities, Tun Seri Lanang library (PTSL), Special project*

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Regards,

AIN ATHIRAH BINTI MOHD IDRAM

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