

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

TUNKU TUN AMINAH LIBRARY (PTTA)
UNIVERSITI TUN HUSSIEN ONN MALAYSIA (UTHM),
86400 PARIT RAJA, BATU PAHAT, JOHOR.

Prepared By

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01 AUGUST - 31 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.

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ABSTRACT

This report was created to fulfill the requirement of a course IMC 690, Industrial Training which are compulsory course for students before finishing their Bachelor of Science in Information Studies (Hons.) Library and Information Management. This paper reports the task that had been done, activities, special project and lesson learned during 5 months internship from August 2018 until December 2018 at Tunku Tun Aminah Library (PTTA), Universiti Tun Hussien Onn Malaysia (UTHM). There are also background , services, facilities and collection of UTHM Library that included in the report. Based on the industrial training, some limitations and recommendations have been proposed in order to help the organization to improve its services for the upcoming years. In this report, readers can take a look at all the activities and program have been done during the industrial training and it can apply to all other future students to overview this course furthermore.

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