

INDUSTRIAL TRAINING REPORT

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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

Industrial training is very important for students because with the experience of this training, students can train themselves and feel the real atmosphere of working environment. In addition, students can also apply the modules learned in practicing in the field of work practically and based on knowledge and experience. This report explains what industrial trainee did during five months industrial training at University Sultan Zainal Abidin (UniSZA) library. This library is one of the public educational institutions that functions to acquire, collect and process science-sophisticated formats in various formats systematically to be easily referred to by their users. It is also an information center for students University Sultan Zainal Abidin (UniSZA). This report consist in detail the background of (UniSZA) library, visions and missions, organizational charts, departmental chart, departmental functions, experiences that have been gain in this library, problems faced during this training and suggestions for improvement, and various of activities that have been done throughout the training period in this library. It is hope that all the information in this report able to described and give an overview of industrial trainee experience of undergoing industrial training in the library. Hopefully this experience will give industrial trainee a great chance for learning, guidance and strength in dealing with all of the problems in the future.

Keywords: *Industrial training, Library, Process, Industrial trainee*

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