



**FACULTY OF INFORMATION MANAGEMENT UNIVERSITI
TEKNOLOGI MARA NEGERI SEMBILAN, REMBAU CAMPUS**

**BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY
MANAGEMENT (IM 244)**

INDUSTRIAL TRAINING REPORT:

**CENTRE FOR ACADEMIC INFORMATION SERVICES (CAIS),
UNIVERSITI SARAWAK MALAYSIA, JALAN DATUK MOHAMMAD
MUSA, 94300 KOTA SAMARAHAN, SARAWAK**

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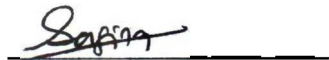
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8th January 2020

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.

Signed by



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Date of submission: 8th January 2020

ABSTRACT

Industrial training is a compulsory and it is a requirement to fulfill the course outline of Faculty of Information Management. Therefore, all the students need to undergo industrial training on final semester and required students to submit the industrial training report. The trainee have conducted the industrial training at Centre for Academic Information Services (CAIS) that is located at Jalan Datuk Mohammad Musa, 94300 Kota Samarahan, Sarawak and gained a lot of knowledge and experience from it. This reports is consists of the background and details of organization, activities have been done, special project and student reflective. The industrial training had given the trainee a lot of new experience and knowledge pertaining the library industry and exposed the trainee to the real work environment. This report constructed of five chapter which is introduction, organization information, industrial training activities, industrial training reflection and conclusion.

ACKNOWLEDGEMENT

In the name of Allah, The Most Gracious and The Most Merciful. Alhamdulillah, all praises and thanks to Allah because of His Almighty, I was able to complete my industrial training safely and successfully. It was great opportunity for me to be able doing my industrial training with Centre for Academic Information Services (CAIS), University of Malaysia, Sarawak (UNIMAS). This industrial training has a great contribution for me especially in career development and learning in the related field with my studies.

During my industrial period, I am grateful and thankful for gained a lot of new knowledge and precious experience and able to meet amazing people. I have received generous help from all the staff at CAIS. Foremost, I would like to express my gratitude towards Director of CAIS, Mrs Korina Ibrahim who has given me an opportunity to undergo my industrial training in this organization. Besides that, I also would like to express my thankful to my industrial training supervisor, Mrs Huzaimah Ab Rani for giving a helpful advices and excellent guide during my training period. All thanks also given to the all staff at CAIS as they are very helpful and friendly. Their guidance has help me to become more better and it very valuable for my study theoretically and practically.

Not forget thanks to my academic industrial training supervisor, Mr. Ahmed Noor Kader Mustajir Md Eusoff for his guide in keep me in the right path. I also would like to express my thankful to my family for their support in terms of moral and money.

I perceive this opportunity as a big milestone in my career development. I will strive to use the knowledge and skills gained in the best possible way and I will continued to improve the knowledge and skill to make library industry became better. Hope that the existing cooperation between two organization will keep on the continue for a long time.

Thank you and may Allah S.W.T bless of all you.

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