UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN TENGKU ANIS,
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DECLARATION

I hereby declare that this is my original work. I have not copied from any other students' work or from other sources. I am also declaring 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 contained a comprehensive description about the practical training which has been carried out at Perpustakaan Tengku Anis, UiTM Machang Kelantan about 5 months. There are 4 chapters contained in this report which is introduction to UiTM Machang and Perpustakaan Tengku Anis, differences of roles and job scopes that had been carried out by 9 departments at Perpustakaan Tengku Anis, the activities that had been 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 is introduced about the background of UiTM Machang and PTA. While the second chapter is the explanation of departments in PTA which is Administration, Customer Service, Cataloguing, Acquisition, Journal, Archive, Conservation, Information Services and Information Technology. Third chapter was about training activities during training on department and last chapter was about conclusion included knowledge and lesson learned along the outcomes after practical training.

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

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