



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TENGKU ANIS
UNIVERSITI TEKNOLOGI MARA, KAMPUS MACHANG,
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DECLARATION

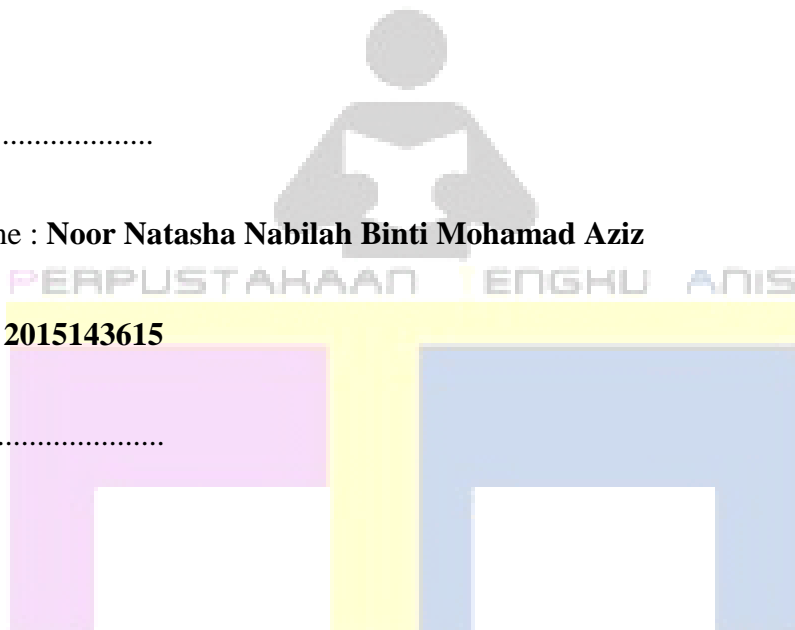
I'm Noor Natasha Nabilah Binti Mohamad Aziz, student ID 2015143615, the undersigned hereby declare that this Industrial Report are written and submitted by me to University Of Technology Mara in partialfulfilments for the award of Bachelor of Science Library & Information Management (Hons). This is my original work and based on my observation and information that collected by myself and cooperation by the staff of Perpustakaan Tengku Anis. Where other sources of information have been used, they have been acknowledge.

Signature

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ABSTRACT

The subject IMC690 Industrial Training is introduced to student for exposed student to real world of professional work specific in workplace chooses. The library I choose (Perpustakaan Tengku Anis) are covered with variety task in real world of library. The unit covered includes administration units, customer services unit, acquisition unit, cataloging and classification unit, information technology unit, information services unit, archive unit, conservation unit and journal unit. Every unit are exposed with different task and it nature work and every unit have it own responsibility to ensure function of library going smoothly. There are figures and attachment to make this report simply to understand. At the end of report there also have conclusion and recommendation regarding to this industrial training.

Keywords: *Perpustakaan Tengku Anis, UiTM Machang, Kelantan.*

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