

INDUSTRIAL TRAINING REPORT:  
PERPUSTAKAAN LAMAN HIKMAH,  
UNIVERSITI TEKNIKAL MALAYSIA  
MELAKA (UTeM)

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## DECLARATION

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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 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**

The industrial training report was written to describe the student's journey throughout the internship training at the academic library of UTeM; Laman Hikmah Library, Durian Tunggal, Melaka. The internship was done to fulfil the subject requirement for Industrial Training (IMC690). Four chapters included in this report are the organization's background, the organizational structure, the activities conducted during the internship training, and some reflections and thoughts on the industrial training. The student has adapted to the online and physical internship, despite starting the internship during the Movement Restriction Order (MCO). The experience gained during training from the 1<sup>st</sup> September of 2021 until 31<sup>st</sup> January of 2022 would be crucial in learning the real-life situation as well as developing knowledge and skill demanded in the industry.

## ACKNOWLEDGEMENT

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