UNIVERSITY TECHNOLOGY OF MARA (UiTM)

FACULTY OF INFORMATION MANAGEMENT

BACHELOR OF INFORMATION SCIENCE (HONS) LIBRARY MANAGEMENT (IM244)

# INDUSTRIAL TRAINING REPORT (IMC690)

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## ABSTRACT

This is a student-led report on the student's activities during the Industrial Training course (IMC690). This course required for all students before they can complete their bachelor's degree in Bachelor's Degree in Information Science (hons.) Library Management (IM244). This paper report consists of activities, projects, knowledge applied and work environment during a five month of internship with library institutions of University Malaya. The students also need to posted data about the library background, services, facilities and collections especially on this report which is in library institution University of Malaya. At the end of this report, a number of limitations and recommendations were added to anticipate the organization consideration to build more efficient services.

*Keyword: Industrial Training, University Malaya*

## ACKNOWLEDGEMENT

Assalamualaikum w.b.t

Alhamdulillah, I have finished my five month of industrial training including of work from home during Movement Control Order (MCO) and will be completed my bachelor study. First for all, I was thankful and grateful to the Almighty for the grace that allowed me to finished this industrial training.

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Not forget, great appreciation to University of Malaya, Kuala Lumpur for giving me this opportunity to undergo industrial training for five months in their organization. Especially the staff who were directly or indirectly taught, support and give opinion to conduct my tasks and my special project for my training purpose. They are willing to share knowledge and experiences about working environment with me. The best appreciates to Madam Intan Nurbaizura Zainuddin, my industrial supervisor who was my biggest supporter during my training. It was the most precious experience in my life.

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