



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT
UITM CAWANGAN NEGERI SEMBILAN
KAMPUS REMBAU

INDUSTRIAL TRAINING REPORT

POLITEKNIK SULTAN ABDUL HALIM MU'ADZAM SHAH,
JITRA, KEDAH

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DECLARATION

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ABSTRACT

The industrial training consists of four chapter that consist of introduction, organization information, industrial training activities and conclusion of the practical training. The organization have been chosen Politeknik Sultan Abdul Halim Mu'adzam Shah Library, Jitra Kedah as a place to do my internship. The content of chapter one is about the background of organization. Chapter two is about the library department and division. The chapter three is about training activities and special project during the practical session. The chapter four is about the knowledge gained, personal opinion, lesson learnt, limitation and recommendation. The practical training take five months starting from 3rd February until 30^h June 2019. In practical training experience, I've learned about the management of library and duties of a librarian.

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