

INDUSTRIAL TRAINING REPORT
UNIVERSITY SULTAN ZAINAL ABIDIN LIBRARY
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TERENGGANU DARUL IMAN

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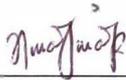
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UITM REMBAU

AUGUST - DECEMBER 2018

DECLARATION

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 declare 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.

Signed by



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ABSTRACT

This industrial training report is written to document all the activities that I have been going through throughout my industrial training in Universiti Sultan Zainal Abidin (UniSZA) Library for five months starting from 1st August until 31st December 2018. This report includes all the training that I have been done during that period, such as cataloguing training, acquisition training, circulation and customer service training, administrative training and marketing services with several additional activities such as Read @ Uni, visit from SMK Sri Nilam, calligraphy section and Road to Nationhood. Besides, special project conducted also reported which are The Aesthetic of *Songket* exhibition and Road to Nationhood exhibition. The Aesthetic of *Songket* exhibition comprises of one month *songket* exhibition, *songket* related games and contest. Main objective of this exhibition is to exhibit Terengganu heritage especially *songket* to the users and to explore the authenticity of *songket* from the process to the sales process including promoting *songket* apps for the purpose sales. Lastly, reflective writing on knowledge gained, personal opinions and thoughts, lesson learnt and limitations and recommendations also recorded.

ACKNOWLEDGEMENT

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I would also like to use this opportunity to express my deepest gratitude and special thanks to Universiti Sultan Zainal Abidin (UniSZA) Library as I am having a great chance to meet so many wonderful people and professionals who led me throughout the internship period. My deepest thanks to my supervisor, Puan Nurul Bazilah Wahab in guiding me and arranging all the schedules to make my internship easier. Special thanks to the librarians and other staffs. Despite their busy duties and schedules, took time to guide and keep me on the correct path, allowing me to carry out my project, do my training and giving necessary advices towards my future path.

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