



UNIVERSITI
TEKNOLOGI
MARA

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FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN IBNU HAYYAN,
KOLEJ KEMAHIRAN TINGGI MARA LEDANG,
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1st AUGUST 2019 - 31st DECEMBER 2019

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.

Sign by



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ABSTRACT

Industrial training is one of the compulsory study requirements in order to fulfil the Bachelor of Information Science (Library Management). It is a challenge to students who involved in it. I have chosen to do my internship at Library of Kolej Kemahiran Tinggi Mara, Ledang (KKTM) for 5 months starting from 1 August 2019 until 31 December 2019. KKTM library provide an exposure to the real situation in the work fields, job scope and responsibility carried by the librarian. The report of this practical training consists of four chapters which are the Background of the Organization, Organizational Information, Industrial Activities and Industrial Training Reflection.

ACKNOWLEDGEMENT

Alhamdulillah, all praises to Allah almighty that has bestowed upon human being the crown of creation and has endowed His with knowledge and wisdom. With grateful heart, I want to express thank the Almighty Allah S.W.T for gift me the chance to accomplish my industrial training. With his guidance and help, I have accomplished my five months of Industrial Training that start on 1st August to 31th December 2019 successfully.

Besides that, my appreciation also flying to Kolej Kemahiran Tinggi Mara, Ledang, Johor for giving me an opportunity to lean and gain new knowledge and working experience in the organization. In fact, KKTM Ledang is a very precise and comfortable place to be used as an industrial training ground as this place is equipped with adequate library environment and management.

Next, I would like to express my gratitude to my Industrial Training Supervisor, Madam Siti Marina Binti Asari, who was non-stop supporting and giving guidance during my industrial training in order to ensure that I will be able to complete this training successfully. She also guides me in doing my special project for Ibnu Hayyan's library. She always gives me valuable information and guidance in completing the tasks that have been given throughout these five months training.

Furthermore, I also take this opportunity to express a deep sense of gratitude to my lecturer's supervisor which is Dr Masitah Ahmad who had take her time visiting me at Kolej Kemahiran Tinggi Ledang, Johor and guide me to finish my internship report for this five months. She also helps drive my spirit towards the completion of this industrial training report and logbook.

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