

INDUSTRIAL TRAINING REPORT

PERBADANAN PERPUSTAKAAN AWAM KELANTAN

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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 declared 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 purpose of this documentation is to report the activities undergone by the student during the industrial training for five months in Perbadanan Perpustakaan Awam Kelantan (PPAK). The report includes daily task assigned to the trainee such as cataloguing, circulation, data key in, and handles the activities. Moreover, the most vital part is where the trainee has been assigned with a special project which is to make over the children playroom so that it could give a new environment and comfort to the children. The objective of this make over project is to ensure that room is relevant to the library purpose in encouraging children to read while playing. The purpose of this project is to attract children to become more active and encourage their reading since PPAK is more focused to improve reading among the children in early age by organizing various kind of activities for them.

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