

**PERPUSTAKAAN  
UNIVERSITI SULTAN ZAINAL ABIDIN (UniSZA),  
KAMPUS GONG BADAQ,  
21300 KUALA TERENGGANU,  
TERENGGANU DARUL IMAN**

**MOHAMAD SHAZWAN BIN SARIF**

**2014241502**

**FACULTY OF INFORMATION MANAGEMENT  
UNIVERSITI TEKNOLOGI MARA CAMPUS PUNCAK PERDANA**

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## AUTHOR'S DECLARATION

I declare that the work and all of information that provided in this report has been conducted in compliance with the regulations of Universiti Teknologi MARA (UiTM). It is original and it comes from my work, unless otherwise it is indicated or acknowledged as referenced work. This report has not been submitted to any other academic institution or non-academic institution for any degree or qualification.

Name of candidate : MOHAMAD SHAZWAN BIN SARIF  
IC Number : 930726115589  
Student ID : 2014241502  
Title : Industrial Training Report  
Program : Bachelor of Information Science (Hons.) Library Management  
Faculty : Faculty of Information Management  
Institution : Universiti Teknologi Mara (UiTM) Selangor, Kampus Puncak Perdana.

Signature:



Date :

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## **ABSTRACT**

Industrial training is one of the requirements from the Faculty of Information Management and the trainee need to provide a report regarding the internship period in order to complete their studies. The trainee will includes what have been learnt about library management. The reports are dividing into five sections. Internship brief, introduction about the Kolej Universiti Islam Melaka, the information about the organization, the training activities includes daily activities, special projects and extra activities. The last section contains the industrial training reflections which are application of knowledge, skills and experience in undertaking the task, personal taught and opinion, lesson learnt and limitation and recommendations. All these sections have been explained with the details information and the picture and workflows includes for certain part. The report also included with the references and appendices.

**Keywords:** *Industrial training, knowledge, report, library management*

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