

INDUSTRIAL TRAINING REPORT

**INSTITUT PENDIDIKAN GURU KAMPUS SULTAN
MIZAN**

JALAN BUKIT KELUANG,

KOTA PUTRA,

22300, BESUT,

TERENGGANU DARUL IMAN

Prepared By

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**BACHELOR OF INFORMATION SCIENCE (HONS.)
LIBRARY MANAGEMENT**

1ST AUGUST 2018 – 31 DECEMBER 2018

DECLARATION

I hereby declare that this report is a record of an original work by me. It is submitted in partial fulfilment for my Industrial Training to the Degree of Bachelor of Information Science Library Management to Universiti Teknologi MARA.

This report has not been previously submitted to any other university for any examination.

By;



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ABSTRACT

Every student of Bachelor of Information Science (HONS.) Library Management needs to finish their Industrial Training in semester seventh. The internship will take a whole five months start from 1st August and end on 31 December 2018. After finish their industrial training the students have to do the report about what they learn and gets from the practical. I has choose library in Institut Pendidikan Guru Kampus Sultan Mizan in Besut, Terengganu which is Al-Basuti Library. The Al-Basuti Library was built simultaneously with the construction of the Sultan Mizan IPGK campus (IPGKSM) which was originally known as Besut Pengurusan Besut (MPB) in 1990. As early as the setting up of IPGKSM, the Al-Basuti Library which originally used the name of Za'ba Resource Center was undergo transformation. Since MPB has been upgraded to IPGKSM then the use of the word resource centre has been changed to the library. The industrial training report contain about background of organization, organization structure, the experienced trainee get from the organization such as through training activities, about special project, knowledge gained from industrial training, lesson learn, personal though and opinion, and lastly about limitation and recommendation. Besides that, this reports also contains a few of tables and figures as a prove what the trainee had being done during their industrial training session.

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