

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN TUANKU BAINUN,
UNIVERSITI PENDIDIKAN SULTAN IDRIS
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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 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

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ABSTRACT

This report is containing the industrial training activities and the organization background which is of Tuanku Bainun Library. It takes about five months training started 1st August 2018 until the 31th December 2018 and practical students have assigned to train in five departments in library to complete the industrial training. Tuanku Bainun library is an academic library and known as providing the biggest collection of education materials to serve especially for the University Pendidikan Sultan Idris communities. This report is presenting the practical student activities during training at the. Practical student has been given a training schedule as a guideline to be placed in different department by monthly. Tuanku Bainun library is a good library selection for student practical as there are many departments and units, and there are senior librarians that can guide practical students in performing tasks given.

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