



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**INSTITUT PENDIDIKAN GURU KAMPUS SULTAN MIZAN
22200 BESUT, TERENGGANU DARUL IMAN**

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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.

Signed by



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ABSTRACT

Students of Faculty Information Management are compulsory to undergo practical training in order to complete their degree studies. Students are given freedom to choose any organization that is related to the field. As my major in Information Science (Hons) Library Management (IM244), I was choosing Al-Basuti Library to be my internship training for 5 months. In this report, including all about the organization background and all the activities that I do and also the special projects that I was implemented for the Al-Basuti Library. I also attach some appendices as references for the readers.

ACKNOWLEDGEMENT

First of all thanks Allah SWT for giving blessing in order to make this happen, I been through bittersweet experience during my internship which I am consider it a part of my journey in life. With this opportunity I am would like to express my grateful to my parents and future husband which is the biggest supporters of my success by giving supports, loves and financial I will not able to complete it without them.

Next to my classmates especially to Juriana Johari and Hasni Hassan they are always there for me when I need them. Not forget to mention to all the Lecturers of Information Management Rembau and Puncak Perdana Campus, no word could describe how much I am grateful for the knowledge, advice, guide and supports that they give to me during my studies, besides that to our internship supervisor Madam Intan that giving a lot of advice for us to keep on improving ourselves thanks you so much for the motivation words.

Last but not least, to all the staff of Al-Basuti Library and IPG Sultan Mizan Campus staff, thank you so much for the opportunity and kindness during my internship, a lot of new knowledge and experiences I gain from Al-Basuti Library which I hope it will be my guide for my future career.

Sincerely,

Azira Suryani Binti Nawi

Uitm Negeri Sembilan , Campus Rembau

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