



UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UTM KL LIBRARY (PSZ KL)  
UNIVERSITI TEKNOLOGI MALAYSIA KUALA LUMPUR,  
JALAN SEMARAK

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**"DECLARATION OF ORIGINAL WORK"**

**AIZAT NABIL BIN AZHAR**

I, hereby declare that the work in my report has been done on my own which also include the experience during my industrial training at this organization except for the sources that I attached together with this report.

Signature

  
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Date

8 JULY 2015  
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## **ABSTRACT**

This is a final report of industrial training under the course code IMC690 from the Faculty of Information Management. This report comprises the industrial training location at the Universiti Teknologi Malaysia Kuala Lumpur Library (UTM KL Library), formerly known as Perpustakaan Sultanah Zanariah (PSZ) from 4<sup>th</sup> of February 2015 until 30<sup>th</sup> of June 2015. It includes the overview of the organization, the departments that are available and its functions and roles in the organization. Later on in this report included the overall activities and tasks that have being done in the organization as well as its special project during the 5 months' time period based on the log book provided by the faculty from UiTM Puncak Perdana. Finally, the report ends with the trainee personal opinions and expressions based on the experience gained as well as new knowledge learned thus providing several suggestions for any limitations available during the period of time.

## **ACKNOWLEDGEMENT**

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