

**INDUSTRIAL TRAINING REPORT:
SABAH STATE LIBRARY**

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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 declaring 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 industrial training report consists of four (4) chapters. Chapter 1 was Introduction which explained the details of Organization Background, History and Services. While, Chapter 2 discussed about the Organization Information that included Division Structure and Functions. Chapter 3 was mainly explained all Industrial Training Activities that the internship students had undergo during the industrial training in every division or department of an organization. Lastly, Chapter 4 discussed the Industrial Training Reflection based on internship students' opinion and experiences during their industrial training. In order to complete study, trainee was required to complete a whole five months of industrial training which started from 1st of August 2019 until 31st of December 2019. The library that has been selected by trainee was at Sabah State Library Headquarters and Sabah State Library Tanjung Aru Branch. Trainee had done the industrial training for four months and one months at the Tanjung Aru Public Library Branch. During the five months of industrial training, trainee had learnt so much regarding on the management of library. Following the schedule that had been prepared by the organization, trainee had learnt on the improvement of communication skills, more discipline and punctual in time management, and most importantly increasing trainee's library skills and knowledge. Industrial training had been a useful experience in practical of library skills in real working environment. Hence, student could be exposed to the real working environment in the future.

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