

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TOK KENALI
INSTITUT PENDIDIKAN GURU KAMPUS KOTA BHARU
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01 FEBRUARY 2018 – 28 JUN 2018

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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TABLE OF CONTENT

DECLARATION	i
ACKNOWLEDGEMENT	ii
LIST OF TABLES	iii
LIST OF FIGURES	iv-v
LIST OF APPENDICES	vi
ABSTRACT	vii

ABSTRACT

This paperwork consists of data that have been collected based on the industrial training program period from 01 February 2018 to 28 Jun 2018 at Perpustakaan Tok Kenali, Institut Pendidikan Guru Kampus Kota Bharu. I was focusing overall on their management in library that they applied in there included how the departments were functioned, their activities that have been done and any related data that I has collected for 5 months during practical training program. This program has successfully been through and gives me some opportunities to implement any knowledge regarding what I had learnt for the whole semesters. This paperwork also helps to foster further understanding about certain knowledge that related to library management that might be implemented by Perpustakaan Tok Kenali only. Next, it also be barometer to others library that not implement that knowledge in their library. Additions, it give a fresh perspective on new knowledge that can be used in other information agencies specifically library in a way that can helps to make as added value to their organization.

Keywords: Perpustakaan Tok Kenali, management, library, knowledge