

UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

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## DECLARATION

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## ABSTRACT

In this report I share my experience when I am undergoing industrial training at the UTeM library. Experience working with experienced and experienced staff. Besides, I also explained the background of this UTeM library as well as the ranks of staff behind this big organization. The role of each section is also described in this report. I also told you everything I learned in each section, or unit. Materials cataloging skills can be improved with the help of lecturers here. Various activities I share with pictures to illustrate the activities I have been involved with. I'm also involved directly in the Buskers program as well as the Book Fair organized by the library. I also explained about the special project I have done this Project project which is a project that has been provided by the automation division. I explain the way or methods to upload into the Institutional Repository where library users can access the material and download for their savings. I also express my opinions and suggestions regarding this UTeM library to improve the shortcomings.

# ACKNOWLEDGEMENT

First of all gratitude to Allah S.W.T who has given me the opportunity to undergo this industrial training and to end it successfully. Also, do not forget to family members and friends who have helped directly or indirectly. I would like to thank UITM Rembau Information Management Faculty and UTeM library management who have accepted me for undergoing industrial training in their organization. It's like a memory that I cannot forget about and certainly this experience will not get me anywhere else. Also not forget to Mr. Ridzuan as a supervisor who is visiting us at the library and thanks for all the advice and guidance. I hope I can continue to contribute my energy and ideas to UITM.

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