



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT


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DECLARATION

I declare that the work in this industrial training is the result of my own independent work. The details of the experience are contained in this report describe my involvement as a student in the field of IM244 and a practical student at The Office of Library and Knowledge Management Universiti Malaysia Kelantan (UMK). All the information is contained in this report is certain and correct to the knowledge of the author. The work presented does not infringe any patented work and has not submitted to any other university or anywhere.

Signature



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ABSTRACT

The industrial training is a compulsory for students of Faculty Information Management. It is the requirements of subject IMC 690 (Industrial Training) for students of Bachelor of Science (HONS), Library and Information Management requires students to choose local libraries to do the industrial training. This report consist of five chapter which about all the involvement activity, library management process and other. In chapter one, the report is about the organization information which consist of the background and history of University Malaysia Kelantan. Then, in chapter two was describe about organization information, department structure, and departmental function. Next, chapter three is about industrial training activities for five month and about special project that was been conducted. Besides that, chapter four about the application of knowledge, skills and experience in undertaking the task and opinion of the trainee, lesson learnt and limitation and recommendation of overall practical training. Lastly, chapter is conclusion about the industrial training.

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