

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**THE OFFICE OF LIBRARY AND KNOWLEDGE
MANAGEMENT
BACHOK CAMPUS**

PREPARED BY:

NOR FARHANA BINTI MAT ROZI (2014477752)

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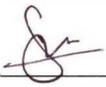
**BACHELOR OF INFORMATION SCIENCES (HONS)
LIBRARY MANAGEMENT**

AUGUST – DECEMBER 2017

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



NOR FARHANA BINTI MAT ROZI

2014477752

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ABSTRACT

Internship is one of the compulsory things for final year student of Universiti Teknologi MARA (UiTM). As a student of Bachelor of Information Science (hons.) Library Management, I have to undertake the training during our semester 7 at the organization that is related with library management for five months period. The Office of Library and Knowledge Management, Universiti Malaysia Kelantan (UMK) Bachok Campus has been chosen as a place to do this industrial training which started from 1st August until 28th December 2017. This industrial training enables students to learn more detail about the process in the library especially in doing the technical process. Students will be placed in departments that available in the library to do the activities related to the departments. At UMK Library, I have been done my industrial training for four months at Bachok Campus and one month at City Campus. During my industrial training, I have gained so many things from the experience, skills, knowledge, information, lesson learned and more regarding to the library activities. This report consist the details about the background of the organization, the organization information of the departments, my industrial activities including the information regarding my special project for the organization

Keywords: library, department, entrepreneurship, shelving.

ACKNOWLEDGEMENT

First of all I would like to praise to Allah that I am able to complete this industrial training report. Next, I would like to express my gratitude for En. Azman bin Hashim who is the Chief Librarian of the UMK library for accepting and give trust for me to do my practical training in UMK Library. Next, thanks a lot to the Senior Librarian of UMK Library, Mr. Amirul Bin Zilah who is my supervisor, Mr. Hairuladhar Bin MohdHamdi, YM Pn. Tengku Zuliana binti Tengku Muda for the kindness in helping the progression and smoothness of my industrial training in UMK Library. Do not forget to say thank you to the other librarians who always gives a lot of guidance and giving inspirations for me in order to complete this final project. Special thanks from me to the staff of UMK Library Bachok Campus who had mostly support me during my industrial training. Lastly,

I also would like to express my gratitude to thanks to all lecturers in UiTM Rembau for always support, encourage and giving me a lot of knowledge in order to teach me on how to adapt with working environment in the organizations. Finally, I would like to thank to my parent, my family members, and my fellow students, and all people who for giving me support and understanding during the time I spent to finish this industrial training program. May Allah give bless for all of us.

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