



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**THE OFFICE OF LIBRARY AND KNOWLEDGE MANAGEMENT
UNIVERSITI MALAYSIA KELANTAN (CITY CAMPUS)
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AUGUST – DECEMBER 2014

DECLARATION



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UNIVERSITI TEKNOLOGI MARA

Hereby declare that:

- 1) This work has not previously been accepted in substances for any degree, locally or overseas and is not being currently submitted for this degree or any other degrees.
- 2) This work is the results of my independent work and investigation, except where otherwise stated;
- 3) All verbatim extracts have been distinguished by quotation marks and sources of my information have been specifically acknowledged;

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Title : Industrial Training Report

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Date : 15 January 2015 .

ABSTRACT

This report is about the industrial training report that has been experienced by on my own. This report is the requirement in order to fulfil the needs on IML690 (). This report contain of information about the organization and training activities during the practical training at The Office of Library and Knowledge Management, University Malaysia Kelantan (UMK). The content of this report has the details about the UMK background, Library management, and function of organization and department. This report also contains the details of project, program and training activities during an internship. The industrial training organization really involve in helping the practical students in order to learn on how to manage and experience the library working environment in the real career soon.

ACKNOWLEDGEMENT

Alhamdulillah, first of all I would like to thank God as finally I would be able to finish my industrial training as a librarian trainee which is the one of the prerequisite to fulfill my studies on Bachelor of Information Management (Honors) Library and Information Science. This task had been done with all my effort and being supported by people in my surrounding. Luckily, I was able to finish this with flying colors. I was learnt something new during my practical training in real industries at The Office of Library and Knowledge Management, University Malaysia Kelantan (UMK).

Besides that, big thanks I address specially to my beloved and kind supervisor at the industrial training, Pn Noor Izzati Bt Mat Nuri and my academic supervisor, En Mohd Ridhuan because without any guides from them, I would not be able to complete this training as required. A special thanks also addressed to Mr Azman Bin Hashim because of acceptance me in their management and also to all the UMK Library staff for his and her guidance in about the real industries is all about. Without this entire kind people surrounding me in this management, I wouldn't be able to complete each of tasks given as well as I have done.

Finally, million thanks to my beloved teammates that are always stick together and also share some good information to me in order to fulfil any tasks given in each department. Our classmates also help me in accomplish the special project as well as planned from the beginning until the end of that project. With all the ideas and comment giving by our classmate, I can improve a lot in my task and this report. The special thanks to my beloved family, especially my parents who always giving me a support especially in finance and moral support in order to fulfil my practical training from the beginning until the end of this training. I'm very thankful to have this kind of people in surrounding me. Hope that all the effort will give me a lot of benefits for my future.

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