UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

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DECLARATION

I hereby declare that this is my original work. I have not copied from any other of 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.

Signed by

Ummi Nor Atikah Bt Abdul Aziz

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ABSTRACT

This industrial training report is describing about my experience in doing my internship session at Perpustakaan Tun Seri Lanang, UKM Bangi, for 5 months starts from 2nd February 2015 until 30th June 2015. The first chapter of this report is talk about the organization of the industrial training. There is background of the organization, vision, mission, functions, organizational chart, etc. Besides, the readers also will get to know the collections and facilities provided by the library. On the second chapter is about the departmental structure, objective, and functions of each unit in the library. On chapter 3, there are detailed explanations about all the training activities and special project that have been done during industrial training. The last chapter of this report are talking about the experience, knowledge and skills, the lesson that has learned and also some limitations and recommendation for a better improvement.

Keywords: industrial training Perpustakaan Tun Seri Lanang

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Bismillahirrahmanirrahim

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Regards,

Ummi Nor Atikah Bt Abdul Aziz

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