

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN HAMDAN TAHIR

UNIVERSITI SAINS MALAYSIA KUBANG KERIAN

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1ST FEBRUARY – 29TH JUNE 2018

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

A handwritten signature in black ink, appearing to read 'Roshasmira Bt Ab Halim', is written over a solid horizontal line.

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ABSTRACT

This report explains about the every task that assigned by my Industry Supervisor; Puan Wan Emilin Binti Wan Mat Alli, which involved the five months of attachment at Perpustakaan Hamdan Tahir, University Science Malaysia, Kubang Kerian start from 1st February 2018 until 29th June 2018. It also explains about the background information about the organization and the department involved. The industrial training report consists of four chapters which include the introduction, organization information, industrial training activities and industrial training reflective writing. The industrial training provides exposure for the real life of work and career option with different work environment. Most of the tasks that were given to me during industrial training are related to library management, especially when it involves in cataloguing process. Apart from that, it was a valuable experienced that was gained by the students from the project, programs and activities that has been done and handle. During five months of industrial training, students manage to learn and understand the workflow and duty at every single division that have in Perpustakaan Hamdan Tahir, USM.. Besides that, students manage and able to improve their interpersonal skill, multimedia skills and be more efficient when dealing with complete work in a short time. Besides, the information about special projects done during the industrial training also included as well as the reflective writing. The reflective writing will explain about the comments, personal opinion and thought during the industrial training. There are also recommendations and limitation about the practical training. Last but not least, the knowledge, skills and experience gained during the industrial training is the best time and best method to be the best information professional in the future.

ACKNOWLEDGEMENT

Alhamdulillah, I have completed my internship report and In Shaa Allah will complete my bachelor studies. The internship opportunity that I had with Perpustakaan Hamdan Tahir, University Science Malaysia, Kubang Kerian was a great chance for learning and development, so I could see the bigger picture in managing the library. Therefore, I consider myself as a very lucky individual as I was provided with the opportunity to be a part of it. My deepest gratitude goes to ALLAH SWT for granted me with healthy and long life. Without it, I cannot complete this internship in the time that has been scheduled.

Secondly, I would like to express my deepest gratitude and special thanks to the Deputy of Chief Librarian Perpustakaan Hamdan Tahir (PHT), Pn Nik Asmak Nik Idris for giving me chance to have my internship here. Despite of her busy schedule, she willingly giving me advice, keep me in the right track and allow me to carry out my project even though it was last minute project. I express my deepest thanks to Puan Wan Emilin Binti Wan Mat Alli (Head Of Customer Division) who is also my supervisor for taking part in supervise and giving necessary advices and guidance throughout my internship here.

In my radiant sentiment to place on records my best regards, deepest sense of gratitude goes to all the staffs in PHT members for giving me their careful and precious guidance, always compromise and help me out when I need help. I choose this moment to acknowledge their contribution gratefully. Most importantly to supervisor lecturer, Dr. Masitah Ahmad who has guided me in giving advice to prepare this report.

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