



**UNIVERSITI TEKNOLOGI MARA**

**FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**TENGGU ANIS LIBRARY (PTA)**

UNIVERSITI TEKNOLOGI MARA KELANTAN, BUKIT ILMU

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## DECLARATION

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## ABSTRACT

In this report, its provide a comprehensive description about the practical training which is are being carried out at Perpustakaan Tengku Anis (PTA), UiTM Machang Kelantan for 5 month period. There are 4 chapter's content which include introduction to an organization which are UiTM Machang and Perpustakaan Tengku Anis (PTA). Various department which carry a different role and different job scopes, than the activities that are carried out during the practical training and lastly the lesson gained during the time period of training. During this training, student are attached to all of the department in Perpustakaan Tengku Anis (PTA) which are includes Acquisition Department, Cataloging Department, Journal Department, Information Services Department, Information Technology Department, Conservation Department, Customer Services Department, and Administration Department.

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## TABLE OF CONTENT

STUDENT PROFILE	i
DECLARATION	ii
ABSTRACT	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENT	v-xii
LIST OF TABLES	xiii
LIST OF FIGURES	xiv-xv
LIST OF APPENDICES	xvi
ABBREVIATIONS	xvii

### CHAPTER 1: INTRODUCTION

<b>1.1 INTRODUCTION ABOUT PRACTICAL TRAINING</b>	<b>1-3</b>
1.1.1 Objectives of The Practical Training	3
<b>1.2 HISTORY OF UITM KELANTAN</b>	<b>4-8</b>
1.2.1 Vision and Mission	4-5
1.2.2 Quality Policy	5-6
1.2.3 Quality Objectives	6-7
1.2.4 UiTM Machang Customer Charter	7
	8