

**INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN SULTANAH NUR ZAHIRAH  
UNIVERSITI MALAYSIA TERENGGANU**

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**IM244 – BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY  
MANAGEMENT**

**1 AUGUST 2016 – 29 DECEMBER 2016**

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**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



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**ABSTRACT**

*The industrial training subject IMC690 provides pre-professional work experience with specific assignment and responsibilities. The organization choose by the trainee is located at Perpustakaan Sultanah Nur Zahirah, Universiti Malaysia Terengganu. This report consists of five chapters. Chapter one (1) is discussing on the background information of Universiti Malaysia Terengganu and Perpustakaan Sultanah Nur Zahirah. In this chapter also include the information about library's services, facilities and collection provided. Chapter two is focusing on the structure and function of each department in library. Then chapter 3 is about the training activities and project that have been done in this library. Chapter 4 is focusing on the description of project or task, skills, knowledge and experienced gained, personal thought and opinion, lesson learnt, and limitation and recommendation of practical training. The conclusion is the last chapter for this report which summarizes the whole report of practical training*

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## ACKNOWLEDGMENT

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(WAN SITI NUR ATIEQAH BT WAN HANUDIN)

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