



UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

TUN SERI LANANG LIBRARY  
UNIVERSITI KEBANGSAAN MALAYSIA  
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2<sup>ND</sup> FEBRUARY 2015 - 30<sup>TH</sup> JUNE 2015



## 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.

Signed by

A handwritten signature in blue ink, consisting of stylized, overlapping loops and lines, positioned above a horizontal line.

Mohammad Izham bin Bharudin

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## **ABSTRACT**

*This industrial training report is describing about my experience in doing my internship session at Tun Seri Lanang Library, UKM for 5 months starts from 2<sup>nd</sup> February 2015 until 30<sup>th</sup> June 2015. The first chapter of this report are talk about the organization that I have been placed. There are vision, mission, logo and many more. On the second chapter, you will get to know the organizational structure of the library as well as their departmental structure. The functions of each department also being elaborate in detailed. On chapter 3, I have explained about all the training activities that I do during my internship and also my special project which is identify duplicate journal. The last chapter of this report are talking about my experience, the lesson that I have learned, personal thought & opinion and also some limitations and recommendation for a better improvement.*

**Keywords:** industrial training, training activities, Tun Seri Lanang Library

## ACKNOWLEDGEMENT

Bismillahirrahmanirrahim

Assalamualaikum w.b.t

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Mohammad Izham bin Bharudin

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