



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN UITM CAWANGAN MELAKA,
UNIVERSITI TEKNOLOGI MARA,
KM26 JALAN LENDU, 78000 ALOR GAJAH,
MELAKA BANDARAYA BERSEJARAH**

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1ST AUGUST 2017 – 29TH DECEMBER 2017

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.

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ABSTRACT

Industrial training is one of the compulsory study requirements in order to fulfil students to hold a degree. It is a challenge to anyone who involved on it. I was chosen to do an internship at academic library which Perpustakaan UiTM Cawangan Melaka. I have been there for five months starting from 1st August 2017 until 29th December 2017. Perpustakaan UiTM Cawangan Melaka is a one of the great mechanism to the students in order to acquire and gains a high quality of knowledge. It is also suitable place for Information Management's students to have the practical training. It is because Perpustakaan UiTM Cawangan Melaka has equipped in order to fulfil the studies and course. The report of this practical training consist four chapters which are introduction, organizational information, industrial training activities and industrial training reflection. The main inputs in this report are Chapter 3 and Chapter 4. I will explain in depth activity done within five months here and special project that I have done. Chapter 4 will cover about knowledge gained, personal thoughts, lesson learnt and limitation and suggestion from my perspective.

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