



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UNIVERSITI SULTAN ZAINAL ABIDIN (UNISZA) LIBRARY,
GONG BADAK CAMPUS,
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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.

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Assalamualaikum w.b.t.

Alhamdulillah, I have completed my industrial training. First of all, I would like to express my highest gratitude to Allah S.W.T for His guidance, blessing given to me the strength to perform my responsibilities as a trainee and complete this industrial training report.

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Thank you.

ABSTRACT

Industrial training is one of the compulsory study requirements in order to fulfil the needs of students to hold a degree. To fulfil the industrial training requirement, the students must undergo at least five (5) months training at the organization approved by the faculty. Related to a course that has been taken, students should involve in information management in library management. The library that has been selected by the trainee is University Sultan Zainal Abidin (UniSZA) Library. There are three branch library which is at Gong Badak Campus Library, Medical Campus Library, and Besut Campus Library. Every library has its own specialty, with interesting task and function. During five months of training, trainee got an opportunity to learn library management at Gong Badak Library and Medical Library. The trainee also learns to improve communication skills, learn to be more disciplined and punctual. The industrial training is the best method in order to prepare student exposure to the real working environment as a future librarian. The report of industrial training basically consists of four (4) chapter which are about the introduction of the organization, organization information, industrial training activities, and industrial training reflection.

Keyword: Cataloguing, Industrial Activities, Industrial training, Librarian, University Sultan Zainal Abidin Library

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