INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN UNIVERSITI SULTAN ZAINAL ABIDIN
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BY

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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 for five months at Library of Sultan Zainal Abidin (UniSZA) University, Terengganu is one of opportunity to students in get experiences during industry training. For five month, the trainee already placed at three department such as Library Planning and Development Department, Technical Management Department and Services Management Department and these departments have own their units. Besides, every department have job different descriptions which the trainee need to undergo the works that given by organizations for develop and increase improvement of the train either in technical works or routine works as librarians. Furthermore, the trainee already undergoes the special projects at the organisation such as Create Management System of Archive's Old Materials / "Sistem Pengurusan Bahan Lama Arkib", Organized and Monitor "Khidmat Komuniti Programme", Create Video of Briefing General of UniSZA Library and others. As a whole, the trainee got many experiences and get more positive vibes for using in life and the trainee able understand how works in a library.

ACKNOWLEDGEMENT

Assalamualaikum,

First of all, I am very grateful to Allah S.W.T for the good health and well-being that were necessary to complete this industrial training and report. I have taken a lot of efforts in complete my industrial training. I have gained a wealth of experience either bitter or sweet valuable and meaningful in our life as a student. The experience I have obtained in the doing this industrial training may only come once in our life. However, it would not have been possible without the kind of support and help of many individuals. I would like to extend our sincerely thanks to all of them.

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