

INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN SULTANAH NUR ZAHIRAH
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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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ABSTRACT

Trainee did industrial training at Perpustakaan Sultanah Nur Zahirah (PSNZ), Universiti Malaysia Terengganu (UMT) for five month starting from 1st of February until 29th of June 2018. During the industrial training trainee must do training at all departments in the library. The industrial training report consists of four chapters. The first chapter is the introduction that contains background of organization and organization structure. The second chapter is about organizational information which include department structure and department function. Next, chapter three is about industrial training activity that includes training activities and special project throughout industrial training. Lastly, chapter four is about industrial training reflection where trainee needs to relate application of knowledge, skills, and experience in undertaking the task (knowledge gained), personal thoughts and opinion, lesson learnt and also limitation and recommendation during training.

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