UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

UNIVERSITI MALAYSIA KELANTAN
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1 AUGUST - 28 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.

Signed by

Name: Mas Azida Binti Jamil @ Rohimi

Abstract

Industrial training is a program that expose the world of work to the students. This training indirectly can develop individual skills such as communication and teamwork skills in work. Students of Bachelor of Science (HONS), Library and Information Management need to complete this requirement for subject IMC690 by choosing local libraries. They can choose it from any types of libraries, either academic or special libraries for instances. Universiti Malaysia Kelantan (UMK) Bachok Campus has been chosen as a place to do this industrial training. The estimate period of time for this training is about five months which is started from 01 August until 28 December 2017. The students will learn systematically the flows steps of any process in library such as cataloguing and acquisition. Indirectly, they can apply the theory that learn all this while. Each of the students will involve in all department in order to give them different knowledge and experience. This industrial training will become a platform for the students to get ready in becoming the professional worker in the future.

Acknowledgement

Assalamualaikum w.b.t

Alhamdulillah, thankful to Al-Mighty Allah for giving me this opportunity and strength to complete this practical report. The opportunity and strength given supported me to finish this practical report on time.

Firstly, I would like to give a special thanks for the Vice Chancellor of Universiti Malaysia Kelantan (UMK) which is, Prof. Dato' Dr. Mortaza Mohamed for giving me this golden opportunities to complete my practical training as a requirement for IMC690 subject at UMK library Bachok and City Campus. I also take this opportunity to appreciate UMK Chief Librarian which is Encik Azman bin Hashim for accepting me to do my training here although he knows that I do not have any work experience in library. Apart from that, thanks a lot to all the librarian, which are Encik Amirul Firdaus Bin Zilah, Encik Hairuladhar Bin Mohd Hamdi, Tengku Zuliana Binti Tengku Muda and all the other librarians. Their knowledge had gave me valuable knowledge and experience in order to prepare as a success librarian in future.

I also want to express my thanks towards all the lecturers in UiTM Puncak Perdana and Rembau for teaching and sharing their valuable knowledge and experience all this while either formally or informally. I would like to take this opportunity to say thank you to my lecturer supervisor, Dr. Masitah Ahmad that had supported me to perform well at UMK library.

Last but not least, I would like to give thanks to my beloved family and friends that always support and encourage me to perform better in this practical training. Their prayer to me had gave me strength to learn new knowledge and face with the challenging here.

Finally, thanks to all the individuals that involves directly or indirectly for my tasks. I am truly appreciate on it.

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