



**FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA
CAMPUS PUNCAK PERDANA**

**INDUSTRIAL TRAINING REPORT
(IMC 690)**

**THE OFFICE OF LIBRARY AND KNOWLEDGE MANAGEMENT OF
UNIVERSITI MALAYSIA KELANTAN**

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Abstract

This Industrial Training was conducted in order to gaining the knowledge and information with industry environment. This industrial training was at The Office of Library and Knowledge Management Universiti Malaysia Kelantan (UMK). The industrial training period about five months which started from 3rd August 2014 until 31th December 2014. It is actually the requirements of course subject for students Bachelor in Information Studies (Hons) (Library & Information Management) and subject code which is IMC 690 (Industrial Training). The students will go through all industrial training at academic library at any local universities. This practical training report is about The Office of Library and Knowledge Management. In this report a lot of organization information about that library and also the training activities that have done during the five months. Other than that, it also included the knowledge, skill and experience that gained during the practical training. Special project that are handle also be indicate detailed. Task for each department also been included.

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