



**UNIVERSITI TEKNOLOGI MARA**  
**FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PAHANG SKILLS LIBRARY**  
**PAHANG SKILL DEVELOPMENT CENTRE,**  
**JALAN PERINDUSTRIAN SEMAMEU,**  
**25350 KUANTAN, PAHANG DARUL MAKMUR**

**Prepared By**

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**LIBRARY MANAGEMENT**

**1 AUGUST 2018 – 31 DECEMBER 2018**

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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,



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Date of submission: 9<sup>th</sup> January 2019

**ABSTRACT**

I choose Pahang Skills library as a place for my industrial training after successfully completed studying for 6 semesters in UiTM Kampus Rembau in Bachelor of Information Science (Hons) Library Management. I started the industrial training on 1<sup>th</sup> August 2018 until 31<sup>st</sup> December 2018 which means I will undergo 5 month of internship. There reason why I am choosing this organization because it is a technical college that will give me a new knowledge beside the library knowledge. Moreover, I also can apply the knowledge that I learn during study to settle up the task given. Through this industrial training experience, I have learning the real situation to be a librarian. Lastly, after facing many challenges, problems and barrier, I am becoming a better person which never give up and always find a solution when have a problem.

## ACKNOWLEDGEMENT

Assalamualaikum w.b.t

Alhamdulillah I have completed my industrial training at Pahang Skills Library and Insha Allah I also will complete my bachelor studies in UiTM Kampus Rembau.

First of all, I feel very thankful to the Almighty for the blessing given to me during the industrial training. I would like to thank Universiti Teknologi Mara, Kampus Rembau because giving me a chance, permission and also support for me to complete my industrial training report for the subject IMC690 (Industrial Training).

Next, I also like to give million of thanks to Pahang Skills Library staffs that accept me as a practical student in their library. Thanks to the staff that have directly or indirectly to share and give guidance, knowledge and encouragement though this five month. This internship is very valuable experience in my life.

Thirdly, I am wish to thank my mom and family members that always give a lot of support and advice whether it is about financial or work to me for completing this internship. The encouragements from them really give me strength for this whole month.

Last but not least, I am also feeling thankful to my friends for the ideas and cooperation for the five months. They helped me a lot in completing this industrial training. Without them, I would encountered many difficulties while doing the training. Lastly, I would like to seek forgiveness if I have committed of offense during the completion of this assignment either intentional or accidental. Thank you.