

INDUSTRIAL TRAINING REPORT

By

Raihan Izzati binti Abd Halim

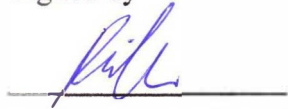
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DECLARATION

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Signed by



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ABSTRACT

This industrial training report is about my experience as an industrial trainee at the Malay World and Civilisation Library, the National University of Malaysia, Bangi for the duration of five months starting from 2nd February 2015 until 30th June 2015. I am referred to as the trainee in the report. There are four chapters. The first chapter is about introducing the organisation that I was placed in, which includes vision, mission, clients' charter, collection and others. The second chapter is about the organisational structure in the library and the functions of each units in the library. The third chapter detailed about the activities that I have done in the duration of the industrial training. This also includes the special project that I was entrusted with during the training period, which is the Wiramanja CD Collection. The fourth and last chapter contains my experience, observations, lessons that I have learned as well as some limitations that I encountered and recommendations that can be done to improve the situation should it still happen to future trainees.

Keywords: industrial training, training activities, PATMA, UKM, Wiramanja

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BISMILLAHIRRAHMANIRRAHIM

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Raihan Izzati Binti Abd Halim

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