



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT
(IMC590)

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PERBADANAN PERPUSTAKAAN AWAM KEDAH
(PPAK)

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AUGUST - DECEMBER 2018



DECLARATION

This is my industrial training report. I hereby declare that is my original work. I have not copied from any others 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 have confirm that I have read and understood the UiTM regulation with regards to plagiarism and will be penalized by the university if I found guilty. I hope my assignment and project will be accept.

Signed by

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Date of submission. : 9 January 2019

ACKNOWLEDGEMENT

Assalamualikum w.b.t

Alhamdulillah, I have been completed my industrial training at Perbadanan Perpustakaan Awam Kedah and Insha Allah will be completed my bachelor studies at UiTM Kampus Rembau.

First of all, I feel thankful to the Almighty for the blessing given to me healthy to complete this industrial training report. I am also would like to thanks to my Universiti Teknologi Mara Kampus Rembau because give chance, permission and support to me to complete my industrial training report for the subject IMC690 (Industrial Training)

Secondly, millions of thank to Perbadanan Perpustakaan Awam Kedah staffs that accept me as a practical student in their library. Thanks to all staff that who have directly or indirectly to share and give guidance, knowledge and encouragement throughout this five month. This is very valuable experience in my life.

Besides that, I am also wish to thank to my beloved parents and family members that always give a lot of support on advices and financial for me to completing this industrial training. They helped me a lot as a strength to give encouragement for the whole months.

Last but not least, special gratitude, I give to my friends and others practical members for the ideas and cooperation for the whole five months. They helped me a lot in completing this industrial training. Without helps of the particular that mentioned above, I would face many difficulties while doing this

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.

ABSTRACT

The purpose of this documentation is to give a report on the duty and activities industrial training for five months in Perbadanan Perpustakaan Awam Kedah (PPAK). On 1st August 2018, I have been accepted and choose by the organization to do industry training at their library. The period of industry training is about five months which is started on 1st August 2018 until 31 December 2018. This report will include daily task assigned to the trainee such as on acquisition, cataloguing, circulation and others. Moreover, the important part is where the trainee has been assigned by the library with a special project which is to do a practical class on using Canva application to the staff on the library. The objective of this Canva class is to share the knowledge with the staff on how to prepare work using this application. This application will help all the staff in the library to prepare their work easily by using this application. In this industry I have been introduce and entered various department in the library to gain my knowledge and experience how to manage the library. This industry training report is about the explanation of experience and knowledge that I have learned in that public library for the whole five months.



TABLE OF CONTENT

CONTENT OF THE REPORT	PAGE
Declaration.....	i
Abstract.....	ii
Acknowledgement.....	iii
Table of Content.....	iv
List of Tables.....	
List of Figures.....	
List of Appendices.....	
 CHAPTER 1	
1.0 Introduction	1
1.1 Background of the Organization	5
1.1.1 History	
1.1.2 Logo	
1.1.3 Location & Address	
1.1.4 Address	
1.1.5 Coordinate	
1.1.6 Contact information	
1.1.7 Operation hour	
1.1.8 Vision	
1.1.9 Mission	
1.1.10 Function	
1.1.11 Quality of policy	