



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT
(IMC690)**

**PERBADANAN PERPUSTAKAAN AWAM KEDAH
(PPAK)**

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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 by



(NABILAH FILZAH BINTI ABDULLAH)

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ABSTRACT

After successfully completed my study at campus about 6 semesters, I choose Perbadanan Perpustakaan Awam Kedah (PPAK) to continue my industrial training before graduate. On 1st August 2018, I started to do my practical training and this training duration is about 5 month started from 1 August 2018 until 31 December 2018. I choose this organization because I think I will get a lots of new things and gained a lot of knowledge in every department. Through this practical training, I have learning the real situation to be a librarian. Moreover, I also can gain knowledge from my previous experience while I'm study and apply it to settle up my task while in practical training such as cataloguing, designing a poster, handle library tours and other. Lastly, after facing many challenges, problems and barrier make me take that situation as my experience and learn that all problem have a solution and never give up. I hope with this experiences and knowledge gain through this training, I would be able to manage it easily.

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.

TABLE OF CONTENT

CONTENT OF THE REPORT	PAGE
Declaration.....	i
Abstract.....	ii
Acknowledgement.....	iii
Table of Content.....	iv
List of Tables.....	viii
List of Figures.....	ix
List of Abbreviation.....	xiv
List of Appendices.....	xiv

CHAPTER 1

1.0 Introduction.....	1
1.1 Background of the Organization.....	5
1.1.1 History	
1.1.2 Logo	
1.1.3 Vision and mission	
1.1.4 Function and objectives	
1.1.5 Function and objectives	
1.1.6 Quality of Policy	