



**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN TENGKU ANIS,  
UNIVERSITI TEKNOLOGI MARA, KAMPUS MACHANG,  
BUKIT ILMU, 18500 MACHANG,  
KELANTAN DARUL NAIM**

**Prepared By**

**SITI AISHAH BINTI HASHIM**

**2016653074**

**BACHELOR OF INFORMATION SCIENCE (HONS.) RESOURCE  
CENTER MANAGEMENT (IM247)**

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## DECLARATION

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Name : Siti Aishah Binti Hashim

Matrix No. : 2016653074

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## ABSTRACT

This report contained a comprehensive description about the practical training which has been carried out at Perpustakaan Tengku Anis, UiTM Machang Kelantan about 5 months. There are 4 chapters contained in this report which is introduction to UiTM Machang and Perpustakaan Tengku Anis, differences of roles and job scopes that had been carried out by 9 departments at Perpustakaan Tengku Anis, the activities that had been carried out during the practical training and special project managed and lastly, knowledge and lesson gained during the time period of training. The first chapter is introduced about the background of UiTM Machang and PTA. While the second chapter is the explanation of departments in PTA which is Administration, Customer Service, Cataloguing, Acquisition, Journal, Archive, Conservation, Information Services and Information Technology. Third chapter was about training activities during training on department and last chapter was about conclusion included knowledge and lesson learned along the outcomes after practical training.

**Keywords:** *Perpustakaan Tengku Anis, UiTM Machang, Practical Training, Training, PTA Department, Activities*

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