



**INDUSTRIAL TRAINING AT PERPUSTAKAAN TENGKU ANIS (PTA)**

**PREPARED BY:**

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MANAGEMENT (IM244)**

**06 SEPTEMBER 2021 – 06 FEBRUARY 2022**

**INDUSTRIAL TRAINING REPORT**

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**DECLARATION**

I declare that the work in this report has been carried out in accordance with the rules of Universiti Teknologi MARA. It is original and is the results of my own work, unless otherwise stated or recognize as work of reference. This report was not being submitted to any degree or qualification to any other academic institution or non-academic institution for.

I hereby acknowledge that I have been provided with the Academic Rules and Regulations for Under Graduate, MARA University of Technology (UiTM), which regulate the conduct of my report.

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PART : 7

TITLE : INDUSTRIAL TRAINING AT PERPUSTAKAAN  
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**ABSTRACT**

This industrial training report consists of four chapters that includes the introduction, organization information, industrial training activities and conclusion. I have made application to do industrial training at an academic library which known as Perpustakaan Tengku Anis, UiTM Cawangan Kelantan. Industrial training started from 6<sup>st</sup> September 2021 until 6<sup>th</sup> February 2022. Within the five months of practical training at the library, I was given tasks that related to library field. On the first day I reported myself at the library, Dr. Muslim Bin Ismail @ Ahmad that positioned as the Librarian and my supervisor in PTA give the industrial training schedule by. Moreover, I gained many knowledge, experiences and new skills especially when I was training under different department at PTA such as Printed Resource Unit, Electronic Source Unit, Corporate Communication Unit, Customer Service Unit and others. During industrial training I was able to experience the work environment in library field.

**Keywords:** *Perpustakaan Tengku Anis, UiTM Cawangan Kelantan, Library, Practical Training, PTA Department,*

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