

**SIWES PRESENTATION AND DEFENCE**

**HELD AT  
THE KWARA STATE LIBRARY BOARD,  
ILORIN**

**by**

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(ND/23/LIS/FT/0034)**



# **THE VARIOUS DEPARTMENTS OF THE LIBRARY**

The Kwara State Library has three (3) major departments which are subdivided into sections. These major departments are:

- Administrative department
- The Technical department
- The Readers department

# **READERS DEPARTMENT**

## **REFERENCE, HUMANITIES AND SCIENCE AND TECH.**

- I re-shelved all consulted materials early in the morning
- I assisted library user to retrieve information materials on the shelves
- I checked library users card before using the library materials
- I did daily shelf-reading and Shelf-Tiding
- I took daily statistic record of library users

**READERS DEPARTMENT  
REFERENCE, HUMANITIES AND SCIENCE AND TECH.**



# **WORK DONE AT TECHNICAL SERVICE DEPARTMENT**

**SERIAL AND GOVERNMENT PUBLICATION**

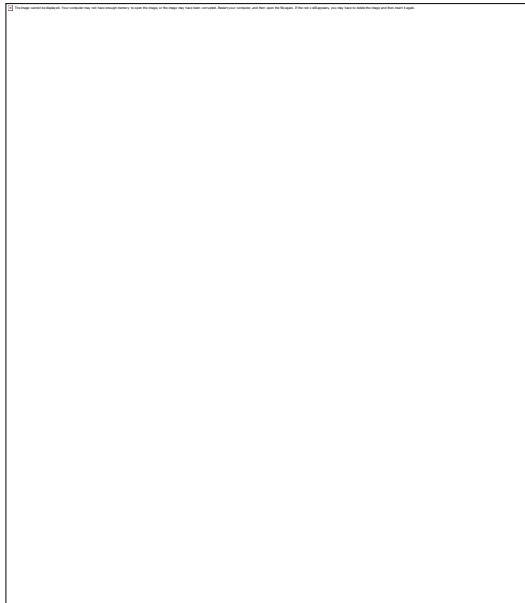
**CLASSIFICATION SECTION**

**ACQUISITION SECTION**

**CATALOGUE SECTION**



## **SERIAL AND GOVERNMENT PUBLICATION**



I received newspapers from vendor on daily basis and registered it.

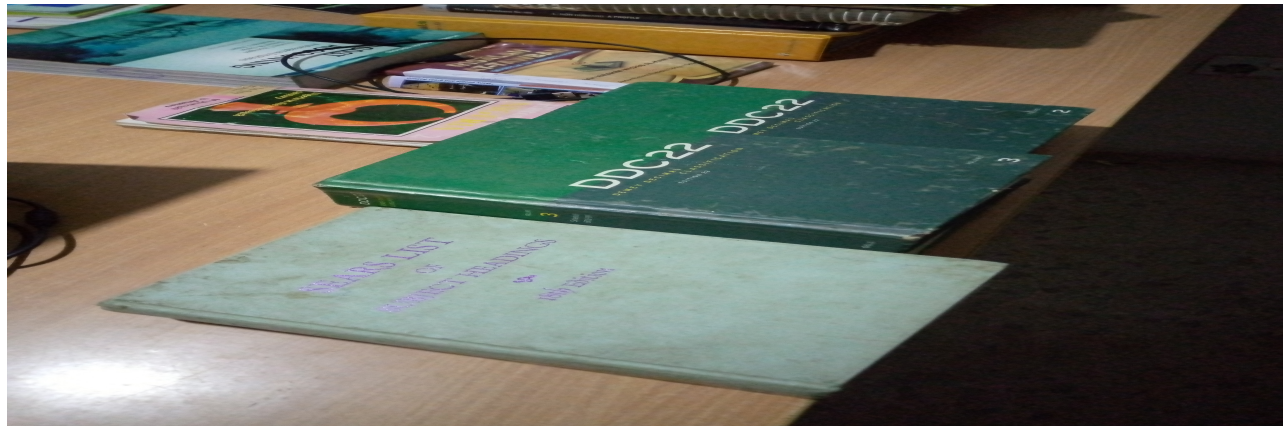
I assisted users in searching for information in old newspaper.

I arranged newspaper collected on daily basis.



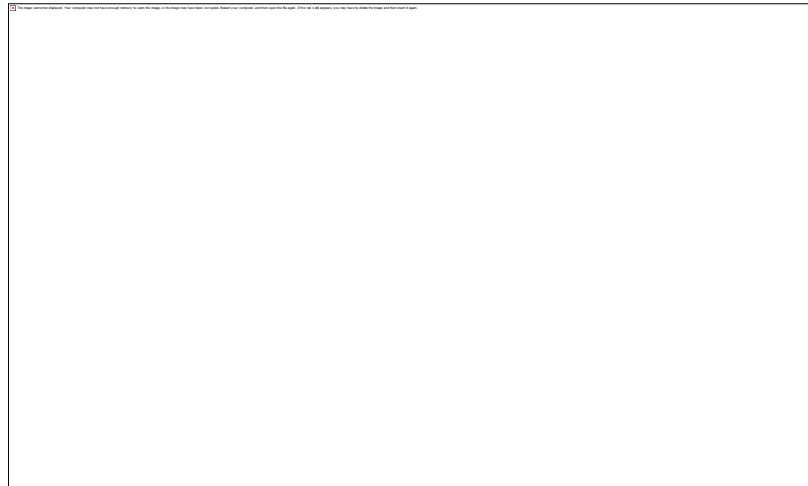
## WORK DONE AT THE CLASSIFICATION SECTION

- I determined subject With the use of Sear's List of Subject Heading, the subject is writing in Bold.
- I checked (volume 4) which is index
- I also checked (volume 2&3) which are schedule to confirmed the subject I determined.
- I classified information materials using Dewey Decimal Classification Scheme.



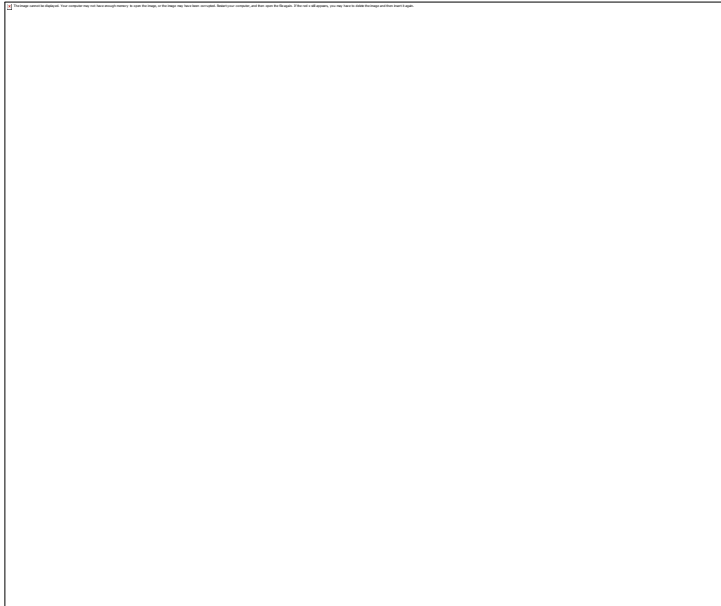
# WORK DONE AT THE CATALOGUING SECTION

- I catalogue new books.
- I did a descriptive cataloguing of author, title, and subject.





## WORK DONE AT THE ACQUISITION SECTION



I registered new arrival materials into library accession register.

I stamped the materials with library ownership stamp.

I took the materials to classification section for further processing



## WORK DONE AT THE CHILDREN SECTION



I reading to the children on different story books

Shelving and shelved reading of children information materials

I also attended to primary school pupils who came for excursion in the library.

# **THE EQUIPMENTS AND TOOLS USED**

**Shelf**



**Computer**



**Television**



# THE EQUIPMENTS AND TOOLS USED

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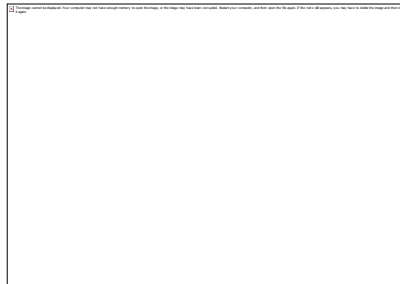
**Radio**



**Catalogue cabinet**



**Stamp**



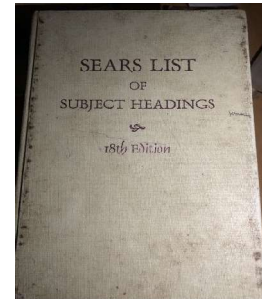
# THE EQUIPMENTS AND TOOLS USED

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## Toys



## Subject heading



# LIBRARY ADVOCACY AT BISHOP SMITH MEMORIAL COLLEGE, ILORIN

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**Thanks for you for listening**

