# KWARA STATE POLYTECHNIC, ILORIN

## INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

## DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

### TECHNICAL REPORT ON

### STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

### OBSERVED AT

### KWARA STATE POLYTECHNIC LIBRARY

### (AUGUST, 2024 – NOVEMBER, 2024)

### BY

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### SUBMITTED TO:
### DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

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# REPORT OVERVIEW

*This report showcases the experience I gained during my Students' Industrial Work Experience Scheme (SIWES). SIWES is an Industrial Training program that assists in making students gathers practical experience in their various fields of study. Students are to get attachments in institutions where they can undergo their training. This report entails the experience I gathered as well as information pertaining to where I carried out my Students' Industrial Work Experience Scheme. It contains, also some valuable and important information and description of the establishment/institution of my attachment. Some of this information in this report includes the location and brief history of the establishment, the objectives of the establishment of my attachment, the organisational structure/hierarchy of the establishment and the various departments/sections in the establishment and their functions. Finally, the report contains some challenges I encountered or took notice of during the period of my attachment and some recommendations that could help improve the Scheme in the future.*

# CHAPTER ONE

# INTRODUCTION

## 1.1.    Background

The Students' Industrial Work Experience Scheme (SIWES) was introduced by the Federal Military Government of Nigeria in 1974 as part of the undergraduate curriculum in higher institutions to primarily bridge the gap between theory and practical training. The skills training program was designed to expose students in Polytechnic and other tertiary institution to real life work after graduation.

Before the inception of the Scheme, there was a growing concern among Nigerian industrialists that graduates of institutions of higher learning lacked adequate practical background experience necessary for employment. So, employers were of the opinion that the theoretical education provided by higher institutions did not meet nor satisfy the needs of the economy. It was against this background that the ITF during its formative years, introduced SIWES to provide students with the opportunity of exposure to handle equipment and machinery in Industry to enable them acquire prerequisite practical knowledge and skills (ITF and UNIJOS, 2011).

More so, the scheme affords students the opportunity of familiarizing and exposing themselves to the needed experience in handling equipment and machinery that are usually not available in their institutions. Thus, the students' industrial work experience scheme generally referred to I.T (Industrial Attachment) is an initiative of the Industrial Training Fund (ITF) that provides avenues for student in institutions of higher learning to acquire practical skills that they are likely to meet after graduation.

The ITF solely funded the scheme during its formative years. But as the financial involvement became unbearable to the Fund, it withdrew from the Scheme in 1978. The Federal Government

handed over the scheme in 1979 to both the National Universities Commission (NUC) and the National Board for Technical Education (NBTE). Later the Federal Government in November 1984 reverted the management and implementation of the SIWES Programme to ITF and it was effectively taken over by the Industrial Training Fund in July 1985 with the funding being solely borne by the Federal Government (Akerejola, O. 2008).

This program (SIWES) is a four credit unit course in some polytechnics and other tertiary institution which must be met by students before graduation in order to gather practical knowledge of the theoretical aspect that they have learnt during the course of their study in polytechnic. This is the reason why it is mandatory for the students in the department of Library and Information Science, Kwara State Polytechnic, Ilorin to go to different libraries to acquire practical knowledge of librarianship.

## 1.2. Objectives of SIWES

The objective of SIWES includes:

i.   Providing an avenue for students in institutions of higher learning to acquire industrial skills and experience in their approved course of study;

ii.  Prepare students for the industrial works situation that they are likely to meet after graduation.

iii. Expose students to work methods and techniques in handling equipment and machinery in their institutions.

iv.  Provide students with an opportunity to apply their knowledge in real work situation thereby bridging the gap between theory and practices. It enables the student to have working experience.

v.     Promote the acquisition of skill and manpower development as well as to cater for the training of middle level cadre in both the public and private sectors.

vi.     It affords students the opportunity of being familiar and exposed to the needed experience in industrial skills, training and development to meet human resource needs for rapid industrialization and sustainable economic development of Nigeria

# CHAPTER TWO

## DESCRIPTION OF KWARA STATE POLYTECHNIC LIBRARY

Kwara State Polytechnic library, Kwara State is an academic library which was established to support learning, teaching and research in the polytechnic. This establishment follows the principle of Library of Congress Classification Scheme in their Technical unit. The Library System is divided into four (4) major sections namely; Polytechnic Librarian Office, Reader Service Section (Circulation Unit, Serial Unit and Reference Unit), Technical service Section (Cataloguing Unit, Classification Unit, Acquisition Unit and Bindery Unit) and E-library Section.

### 2.1 Location and Brief History of Kwara State Polytechnic Ultra-modern Library

The polytechnic library, popularly known as the Kwara State Polytechnic Ultra-modern Library, started functioning since 1973, when the polytechnic was established as one of the academic units in the polytechnic environment. This library was formally called KWARATECH Library which was later changed to Kwara State Polytechnic Ultra-modern Library. This library is strategically located at the centre of the campus to ease accessibility from every direction of the campus. Up to date, it has been performing its academic roles in order to support learning, teaching and research in the institution.

The library experienced a considerable growth since its establishment. There are development in area such as the size of the library building itself, the material collection, equipment, staffing and other changes which can only be measured by how relevant the library has continued to be despite the rapid development of the institution. It is not an over statement to say that the polytechnic library is one of the most transformed unit in Kwara State Polytechnic.
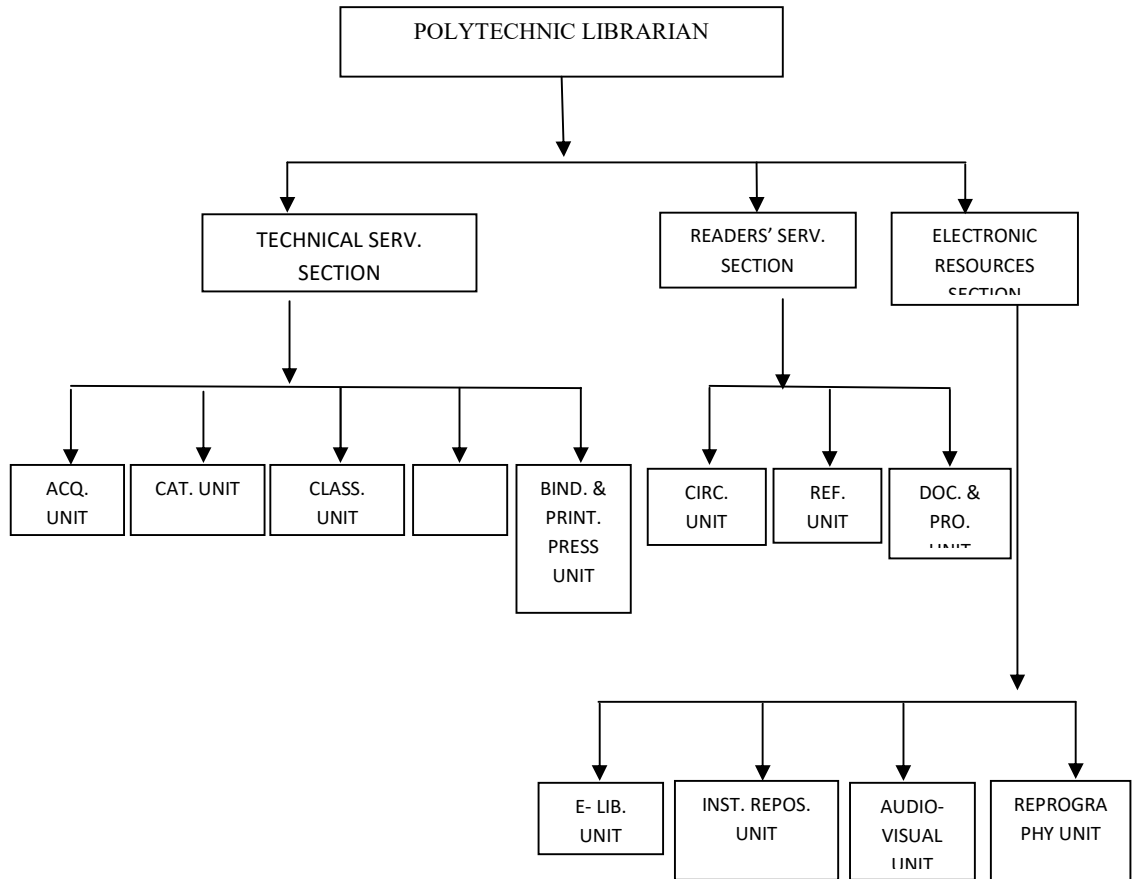
For instance, the original library building is now just section housing the Bookshop and the Internal Audit unit. Unlike in the early days when staff are bunched together in a common open office system and the library was operating without the necessary library facilities, the library is

now on its own permanent site which was completed in 2015 and thus had been able to put its feet down and spread wings to provide a sophisticated library service in line with the current trends in information dissemination. The trend of the development of the parent institution could be said to be geometrical and as a result the library is being affected positively.

**2.2     Structure/Organogram of the Kwara State Polytechnic Library, Ilorin**

# KWARA STATE POLYTECHNIC LIBRARY

# ORGANOGRAM

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                    POLYTECHNIC LIBRARIAN

      TECHNICAL SERV.        READERS' SERV.      ELECTRONIC
         SECTION                SECTION          RESOURCES
                                                  SECTION

  ACQ.    CAT. UNIT  CLASS.          BIND. &    CIRC.   REF.   DOC. &
  UNIT               UNIT            PRINT.     UNIT    UNIT   PRO.
                                     PRESS                    UNIT
                                     UNIT

                              E- LIB.   INST. REPOS.  AUDIO-    REPROGRA
                              UNIT      UNIT          VISUAL    PHY UNIT
                                                      UNIT
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**2.3     Breakdown of Sections in Kwara State Polytechnic Library**

**Technical Services Section**

    i.    **Acquisition Unit**

   ii.    **Cataloguing Unit**

  iii.    **Classification Unit**

  iv.    **Serials Unit**

   v.    **Bindery and Printing Press Unit**

**Readers' Services Section**

    i.    **Circulation Unit**

   ii.    **Reference Unit**

  iii.    **Document and Project Unit**

**Electronic Resources Sections**

    i.    **E-Library Unit**

   ii.    **Institutional Repository Unit**

  iii.    **Audio-Visual Unit**

  iv.    **Reprographics Unit**

**2.4    Organizational Structure and Name of Staff in each Department**

Polytechnic Librarian            -        Dr. S. A. Olarongbe (BLS, M.Sc & PhD)

Head of Technical Service        -        Mr. Oluwadare Bamigboye (BLS, Zaria)

Head of Reader Service           -        Mr. Adeyi Abdulmumeen (Dip, Lib. Sc.; BSC.(Edu), Ado-ekiti)

Head E-library                   -        Mr. Yusuf

**2.4.1    Name of Library Officers/Non-Academic Staff**

**2.4.1.1 Technical Section**

Acquisition Unit                 -        Mr. Olaitan

Head of Cataloguing Unit         -        Mrs. Raji M. Folashade

Head of Classification Section   -         Mrs. Aishatu Sulaiman-Ibrahim (NCE, Kano; BLIS, Zaria)

Bindery Unit                     -        Kawu Saadu

**2.4.1.2 Reader Service Section**

Head Circulation Unit            -        Mr. Adeyi Abdulmumeen

**2.4.1.3 Serial Service Section**

i.   Head Serials                 - Mrs. Agboola

ii.  Reference Unit               -  Mr. Sulieman Idris

iii. Head Research, Bibliographic Unit    -        Vacant

**2.4.1.4 E-Library/A-V. Services Section**

i.  Head E-library                - Mr. Yusuf

ii. Head Electronic Services         -        Mr. Alakoso, Idowu

**iii.**Head Audio-Visual Unit        -        Vacant

## 2.4.1.5 Administration/ Secretariat

i.  Administrative Officer        -        Adisa Fatai Adebayo

ii.  Secretary to Polytechnic Librarian -    Cecilia Yemi Ayodele (C. Sec iv, NCE, B.Sc.

                           (Sec/Office Mgt; Ado-Ekiti)

# CHAPTER THREE

## DESCRIPTIONS OF THE ACTIVITIES DONE

### 3.1    Circulation Unit

Circulation Unit is another part of the Readers' Section. The Unit is responsible for directly interacting with users and transferring of information materials to various Units of the library. The major functions I performed at this Unit registration of users, charging and discharging and shelving and shelf reading. The process of registering users starts by collecting the photocopies of the students' admission letter, 2 passports with a form issued to the students to fill and sign. A library card will be issued to the students to be displayed to the porters at the entrance of the library anytime they want to be using the library.

Charging process starts when the users have picked the books they want to borrow from the shelves and present it to the personnel at the circulation desk. The personnel will check the book, take the card in the book folder and enter the necessary details about the book on both the card and the book. The library personnel will thus retain the card. The retain card will be used at the point of returning the book by collecting the book from the user and fill the necessary details before returning the card into the book and onward returning to the shelf.

Shelving is done by properly placing the books on the shelves. Users are not allowed to return the books to the shelves, they are only allowed to drop the used books on the reading tables. Shelf reading is therefore done to ensure that books are arranged according to their call number - classification number, Cutter number and accession number. I also learnt how to take statistics of Readers and Books consulted. The librarian goes around the library checking books that belongs to the library and that are consulted by users, in this belongs to the library and that are consulted by patrons, in this regard, the exact statistics of books consulted is taken. To achieve this feat, the library tradition is adhered to by readers that, all

books consulted should be left on tables by the patron to enable the library have statistics of the books consulted. The essence of library statistics is to determine the level of resources utilization and patronage of the library, and also use for planning budget for the library.

MONTH: NOV. 2024

| DATE | 8:00-10:00 | 10:00-2:00 | 12:00-2:00 | 2:00- 4:00 | 4:00-6:00 | 6:00-8:00 | TOTAL |
|---|---|---|---|---|---|---|---|
| 1 | 13 | 12 | 10 | 5 | 11 | 21 | **72** |
| 2 | 33 | 10 | 12 | 11 | 10 | 7 | **83** |
| 3 | 12 | 22 | 14 | 13 | 1 | 10 | **72** |
| 4 | 22 | 12 | 16 | 22 | 9 | 8 | **89** |
| 5 | 22 | 16 | 0 | 14 | 8 | 33 | **93** |
| 6 | 3 | 9 | 3 | 9 | 10 | 12 | **46** |
| 7 | 5 | 8 | 2 | 11 | 11 | 3 | **40** |
| 8 | 12 | 33 | 9 | 4 | 12 | 8 | **78** |
| 9 | 12 | 8 | 3 | 3 | 44 | 6 | **76** |
| 10 | 9 | 17 | 6 | 9 | 19 | 9 | **86** |
| GRAND TOTAL | | | | | | | 735 |

Fig. 12: **Readers Statistics Form**

**3.2     Serial and Indexing Unit**

Serials and Indexing Unit is also a part of Research and Serials Unit of the library. This Unit houses information materials published at regular or periodic intervals. Such information materials include:

1.  Journals

2.  Newspapers

3.  Magazines

4.  Bulletins

5.  Billboards

6.  Yearbooks

7.  Reports

8.  Gazettes, etc.

I was also involved in indexing newspapers' articles in the Serials Unit. The ways of indexing articles start by assigning a heading to the article to be indexed, followed by the contributor's name at the beginning of a news paragraph, title of the article, date (day, month and year) and pages covered by the article.

## 3.3    Cataloguing and Classification Unit

Cataloguing and Classification Unit is another part of the Technical Section that is saddled with the tasks of physical description of the library's information materials and assignments of classification numbers to information materials. I used the Anglo American Cataloguing Rules II (AACR II) for the bibliographic description of information materials. I used Section One for the bibliographic details and proper punctuations and also used the Section Two for General Rules for Description of Different Types of Information Materials - manuscripts, serials, three dimensional artifacts and relics, electronic resources, etc.

Before entering catalogue entries into the cards, I used worksheets for a rough overview of the accuracy of the bibliographic details that will be transferred to the catalogue cards. I used the author entry as the main entry for authorship works and their added entries were prepared in accordance to the nature of the works. For corporate body work, the title entry was used as the main entry and the same is applicable to works under editorial directions.

The subject headings of the catalogued information materials were determined with the Library of Congress Subject Headings. After then, the volumes of the Library of Congress Classification Scheme were consulted to confirm or ascertain the classification number of the material. The subjects were written in the tracing area of the catalogue entries. What I did next was to prepare a Cutter Number for the first three alphabets of the author's surname.

I classified the catalogued information materials with the Library of Congress Classification Scheme. For instance, information material titled "Introduction to Agriculture" was assigned class number S20. Information materials in other classes such as classes Z - Library and Information Science, T - Technology, Q - Sciences, H - Social Sciences, etc., were also classified.

| 000561 | 1. Agriculture (a/e) |
| --- | --- |
| **S20** **CHE** **2010** | I. Cheinfu (a/e) <br> II. Title (a/e |

**MAIN ENTRY**

CHEN John .K.                                                 **S20**
    Introduction to Agriculture/John .K. Chen,   **CHE**
Tina .T. Chen  4th ed. -USA: Art of Science
 press; 2010.
    Xxiv, 12674p, ill.
    Includes bibliography and index
    ISBN 0-9740635-0-9 HBK


    1. Agriculture (a/e)
    I.Chen (a/e)
    II. Chen (a/e)
    III.Title (a/e)
000561
2010

## 3.4    Acquisition Unit

Acquisition Unit is a part of the Technical Services Section of the library. The Unit is devoted to activities concerning the selection, acquisition and management of the library information materials. I was involved in the activities of the Unit first by understudying the Collection Development Policy of the library.

The Collection Development Policy is a document containing rules, regulations and procedures to be followed in the process of building the library's collection. The policy

contains statements on selection, acquisition and formats of information materials to be purchased by the library. The policy helps in building a balanced and quality collection for the library.

I participated in the selection process by using different selection tools such as bibliographies, abstracts, publishers' catalogues, book lists and mailing lists to pick information materials that meet the criteria of the library. The criteria used include cost, authority of the books, formats and reputation of publishers. I was also involved in the acquisition process direct purchase majorly. I was involved in sending orders to vendors/publishers, receiving orders, paying vendors, stamping, accessioning and transferring of books to the Cataloguing and Classification Unit.

## 3.5    Automation/E-library Unit

The Automation/E-library Unit is another part of the Electronic Services Section. The Unit uses Koha software for automation of the library resources. I was just exposed to the basics of the automation process by the personnel manning the Unit because the Unit doesn't have enough resources to leverage the automation activities that can improvise the library services. The Unit is just filled with computers and some ICT facilities that can be used for the automation project.

**Audio Visual Unit**

Audio Visual Unit is a  part of the Electronic Services Section. The Unit houses information materials whose contents can be accessed through the human sense of hearing - ears - or seeing - eyes. Information materials in this Unit include: Televisions, radios, speakers, CDs, VCDs, DVDs, microfilms, microfiches, floppy disks, memory cards, projectors and digital dishes.

The projector was projected to the screen for viewers during several meetings. I was involved in setting up the projector by connecting its HDMI cord to a compatible laptop, followed by switching on the projector, wait for it to come up and display on the screen and launch the slides intended to be displayed for viewers.

## 3.6    Bindery Unit

Bindery Unit is concerned with ensuring that information materials are in better shapes and conditions. The Unit receives newspaper issues from Serials and Circulation Units. Newspapers will be collated into monthly issues, sewn, glued, punched, trimmed, attached covers and lettered in accordance with how the newspaper will be described.

To sew newspapers/books, we used needles and threads and after that, we spread glue on it to ensure that the newspaper is stiffened. The newspapers/books will be placed under the punching machine and trimmed with cutting machine or scissors. Then, covers - available in different colours - will be attached to cardboards, engraved words on it and stapled or sealed.

Equipment Used for Binding:

1. Lettering
2. Punching machine
3. Cardboard
4. Leather/binding clothes
5. Laminating films and machines
6. Cutting machines, etc.

## 3.7    Reference Unit

Reference Unit is a part of Research and Serials Section of the library. This Unit houses information materials that are meant for consultations and not be read from page-to-pages. The services majorly rendered in this Unit revolves around pointing or directing users to the information they need. Some of the reference resources available in this Unit include:

1. Dictionaries

2. Encyclopedias

3. Maps

4. Atlases

5. Concordances

6. Bibliographies

7. Indexes

8. Abstracts

9. Compendia

10. Directories

11. Handbooks and manuals, etc.

## 3.8    Experienced Gained

The experience I gained during my Students' Industrial Work Experience Scheme is enormous which some includes:

1. I have the ability to shelve materials in a very neat way.

2. I can shelve read materials.

3. I understand the meaning of weeding.

4. I can attend to library users to their utmost satisfaction.

5. I know the criteria for selecting new books or materials.

6. I know how to use the accession register.

7. I have the ability to classify and catalogue materials (Books) in a much more improved fashion..

8. I understand that any book or material going to reference section does not need the book jacket and date due slip because is not meant to be lent out to library clientele.

9. Every book must have ownership and accession stamp.

10. Donated books or materials must have Donation Stamp on them to show they were donated.

11. Publishers with legal backing.

12. In classifying books one has to disregard the title of materials because it can be misleading.

13. I learnt more about the Library of Congress Classification Scheme.

14. The catalogue card is 3" by 5" or 12.5cm by 7.5cm.

15. Cataloguing tool use in the establishment to catalogue is AACR2.

16. I learnt the Braille is made of six dots which enable the blind to read them.

17. I learnt how to make a book jacket and where to place it in a new material.

18. Through the behavioral patterns of the workers I also learnt how to behave in a work environment.

19. I also learnt how to make a book cover and how to bind a book.

# CHAPTER FOUR

## EQUIPMENTS USED AND DETAILS OF THEIR USAGE

**4.1 COMPUTERS:** computers are used for easy accessing of information and are used to enter the information on the card catalogue to the library software  Computers can be use in a Library to keep records of books and number of books that are available in the book stalk. It is used to access the databases of the library.



**4.2 CARD CATALOGUE:** this is the card used when cataloguing a book and it is used in cataloguing section by writing the descriptive details of a material in an orderly manner for easy access. After been used to catalogue the material they are kept in a drawer for record use.

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                                                              RC200
RANDALL, Sarriah Alikubba                                     RAN
     Sexual Transmitted Disease and contraception/by Sarriah Alikubba.
– 2nd ed. – United Kindom: Petroc publisher, 1998.
     viii, 105p. :ill. Diagram, Map
     ISBN 19-006-003160
     1. Sexual transmitted diseases
     i.  title

41582
```

**4.3  LIBRARY SHELF'S:** This allows the material to be arranged properly in order for easy access by the users and the library staffs.
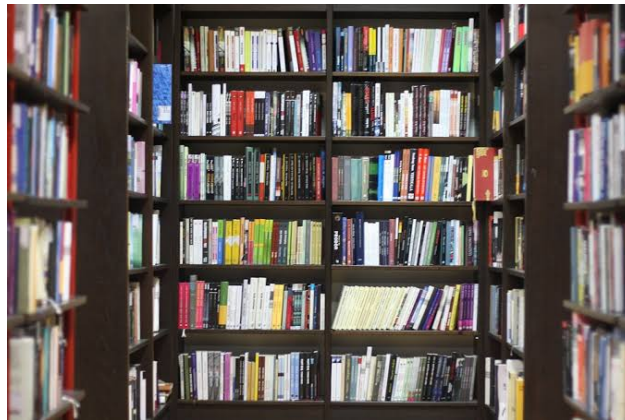


**4.4  BOOK END**: it used between books to ensure they are well arranged by putting one at the beginning and other at the end of the book on the shelf.



**4.5  STAMPS:** they are used on the information materials that are aquired in the library. It comprises of different stamp such as the date stamp, Security stamp, Edge stamp, identification stamp, Gift stamp, accession stamp and Ownership stamp, stamped on the information material. Accession stamp is for inserting the accession number, Edge stamp display library name and it is stamped on the edge of book, Ownership is to display the means of acquiring the material and Gift stamp is used when the material are donated to the library so the name of the donor can be written on it.

**4.6  LIBRARY OF CONGRESS SUBJECT HEADING AND SCHEDULE:** it list knowledge in an alphabetical order a-z. It is a comprehensive list of all the terms used by the

library of congress to describe materials in their collections. It is used at cataloguing and classification section of the library to determine the subject and classify the library materials.
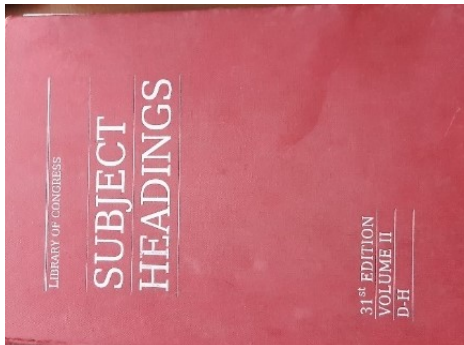


**4.7 CUTTER TABLE**: it is used to determine the author name after a book has been catlogued and classified.

**CHAPTER FIVE**

**CONCLUSION AND RECOMMENDATIONS**

**5.1     Conclusion**

This 16 weeks exercise has deeply exposed me to various activities and routines being performed in the Kwara State Polytechnic Library to ensure that the library is supporting the achievement of the Polytechnic's objectives. During the exercise, I am proud to be a part of the efficiency and effectiveness of the library towards providing quality information to the students, researchers, academic and non-academic staff of the Polytechnic. This was achievable through my engagement in users' registration, shelving and shelf reading, binding, charging and discharging, reference services, selection and acquisition, serials and indexing, automation and provision of audio visual services to the users.

**5.2     Recommendations**

Based on my experience during the exercise, I hereby recommend the following:

1.  Industrial Training Fund should ensure proper payment of students' remunerations when undertaken the exercise. This will motivate the students to be committed to the programme during this challenging time.

2.  Staff of Kwara State Polytechnic Library should always develop their skill-sets in order to be providing 21$^{st}$ century library services to users.

3.  Management of Kwara State Polytechnic should ensure that the library is staffed with qualified and competent personnel who can deploy their skills to transform the library services.

4.  Management of Kwara State Polytechnic Library should consider exploiting other means of funding through consultation, fund raising and other services.

5. Management of Kwara State Polytechnic should be adequately funding the library in order to reduce the financial burden limiting the library from serving its users efficiently and effectively.