KWARA STATE POLYTECNIC

INSTUTE OF INFORMATION COMMUNICATION TECHNOLGY

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REPORT ON

STUDENT INDUSTRAL WORK EXPERIENCE SCHEEM

HELD AT

KWARASTATE POLYTHECNIC LIBRARY

(AUGST 2024-NOVERMBER2024)

BY

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SUBMITED TO
DEPARTMENT OF LIBRAY AND INFORMATION SCIENCE

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CERTIFICATION

The is to certify-that this study was carried out by, in partial fulfilment of requirement for the award of NATIONAL DIPLOMA in the department of library and information science in INSTITUTE OF INFORMATON AND COMMUNICATION TECHNOLOGY, KWARA STATE

MR IDRIS   _____

SUPERVISOR   SIGN/DATE

MR ISAKA A.O   _____

HEAD OF DEPATMENT   SING /DATE

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REPORT OVERVIEW

Showcases the experience I was able to gain during my student industrial work experience scheme (SIWES)....SIWES is an industrial Training program that assist in helping student gather practical experience in there various field of study.student are to get attachment in institution where they can undergo their training this report contain the experience in gather as well as information pertaining to where I carried out my student industrial work experience scheme it contain, also some valuable and importance information and description of the establishment/institution of my attachment.some of this information in this report include the location and brief history of the establishment, the objective of the establishment of my attachment the organizational structure /hierarchy of the establishment and the various department in the establishment and there function.

Finally the report is base on challenges I encounter of took notices of during the period of my attachment and it help me on the recommendation of improving the scheme.

Table of contents

These guidelines provide a comprehensive outline for writing a SIWES (Students' Industrial Work Experience Scheme) report, specifically set u p for Library and Information Science students. The report is divided int o five chapters, covering essential aspects such as:

Chapter 1: Introduction
- Brief overview of SIWES
- Objectives and importance to Library and Information Science student s

Chapter 2: Description of the Organization
- Background and organogram of the host organization
- Functions and roles within the organization

Chapter 3: Training Activities and Experience
- Detailed tasks performed and skills acquired
- Challenges faced and management strategies

Chapter 4: Relevance of the Training to Your Course of Study
- Practical application of theoretical knowledge

Chapter 5: Conclusion and Recommendations
- Summary of experience and recommendations for improvement

Chapter one

Student Industrial work Experience Scheme (SIWES) Is a skills training Program designed to prepare and expose student of Universities, Polytechnic, Collage of Technology, college of Agriculture and College of Education for the Industrial work situation students may likely come accros after graduation. The scheme offers student the opportunity of familiarizing and exposing themselves for handling of equipment and machinery that are usually not available in their department.

Before the establishment of the scheme, there was a growing concern, graduate of an institution of higher learning lacked adequate practical knowledge and the theoretical education in Higher Institution was not responsive to the need of employer of labour.

It is against this background that the Industrial Training fund (ITF) initiated, designed and Introduced SIWES scheme in 1973 to acquaint student with the skills of handling industrial equipment and machinery.

The Industrial Training FUND (ITF) Solely founded the scheme during its form active year. However, due to the finance constraints, the fun withdrew from the scheme in 1978. The federal Government noting the significance of the skill training handed the management of the scheme to the Universities COMMISSION(NUC) and the National Board of Technic Education (NBTE)in 1979. In November 1984, management and implementation of the scheme was gain reverted to the ITF with the funding to be solely born by the Federal Government

1.2 Objective of SIWES

To have the full practical knowledge of what have been taught from the department.

To know the rules and law of the organization.

It provides student with to apply their knowledge in handwork situation thereby

bridging the gap between theory and practices.

Make the transition from school to the world of work easier, and enhance

Students contacts for later job placement.

➢ Provide Students with an opportunity to apply their knowledge in real work

situation thereby bridging the gap between theory and practice.

➢ Enlist and strengthen Employers involvement in the entire education process

and prepare Students for employment after graduation.

Chapter 2

DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

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

The polytechnic library, popularly known as The Kwara State Polytechnic Ultramodern Library, started functioning since 1973, when the polytechnic was established as one environment. This KWARATECHLibrarywhich was later changed to Kwara State Polytechnic Ultra-modern of the academic units in the polytechnic library was formally called

KWARATECHLibrary which was later changed to Kwara State PolytechnicUltra-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, equipments, 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 staffs 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 The establishment follows the principle of Library of Congress Classification Scheme

in their Technical unit. The Library System is divided into seven (4) major sections namely;

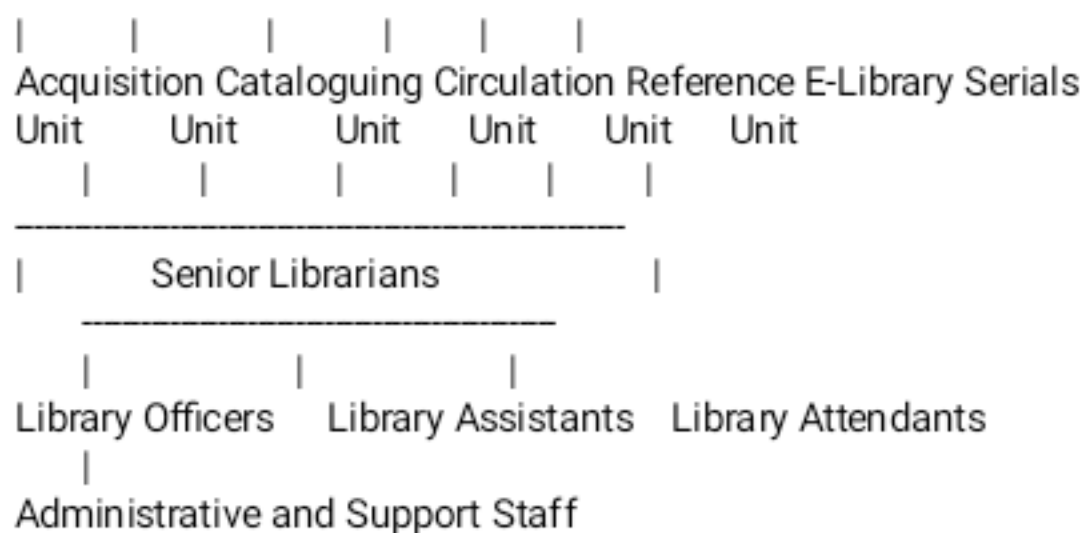Polytechnic Librarian Office, Technical service section, Reader Service section and Elibrary/Automation section.

Chief Librarian
|
Deputy Librarian
|

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_____
|     |        |        |       |       |
Acquisition Cataloguing Circulation Reference E-Library Serials
Unit      Unit        Unit      Unit      Unit      Unit
   |        |          |         |         |         |
_____
|          Senior Librarians               |
   _____
   |                |                |
Library Officers    Library Assistants    Library Attendants
   |
Administrative and Support Staff
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The break down of the section and the head of each department

The thecnical sectional

1 Acquisition ----- Mr Olitan

2 cataloging ------ Mrs Raji folashade

3 classification---Mrs. Aishatu Sulaiman-Ibrahim W

4 Head Circulation Unit - Mrs. C. A. Sanni

5 Head serial section -- Mrs Agboola

6 Head Reference --------Mr Idris

7 Head of serial section ---Agoola

8 E- library Mr Yusuf

Chapter 3

The description of work perform in t he library
3.1 Acquisition unit

Acquisition This is one of the departments in the library that get inform ation material in to the library and that assigns the accession number a ccording to the information get to the library. This department was head by MR OLAITAN Is the one that performed the dueties in acquisition uni t. There are some works done in acquisition they are gumming and sta mping, there are material use for gumming they are:
1 book card
2book label
3 book jackets
And we have different of stamping they are:
1General stamp/library stamp
2 TENTDFUND stamp
3 Reference stamp
4 Donation/ gifted stamp
5 Accession place stamp
6 Date stamp
There are some ways we get information material into the library they ar e:
1 Purchase
2TENTD FUND
3Donation/gifted
4 Exchanging

3.2 classification and cataloging unit
 Classification and cataloging unit is one the technical unit that given t he description of an information material and assign classification nu mber to the material in thel Libra . The rules use for giving the descriptio

n an information material is (AACR) under the rules that we get the pric
iple of cataloging.
1 accespoint under the accespoint we have (The Author name, Tittle,an
d the subject.)
2 2Tittle statement
3statement of responsibility
4 Edition statement
5Pllace of publication
6 Publisher name
7 Date of publication
8PHYSICAI DRICPTION
9 PAGENATION
10i ISBN
11TRACING
Then we have the type of cataloging
1 Book catalog
2 card catalog
3 marc (Marching readable catalog).
Classification the are some to use in classification unit to assign the fu
ll classification number.
Subject heading
Library of Congress
Cutter table
We have some stept to take before we classify any information materia
l .
 1 Consult the information material
2 Check the tittle page
3 Check the table of content if is applicable
4 And you read some chapter of the information material

3.3 Circulation unit

Circulation is the back bome of all library as the institution is the body o
f

library without institution, they cannot be library without library they can
not be

institution. Circulation is the first unit to approach before the other unit
which is

also know as reader section, this the section that keep the statistic book
and

make the registration for the library unit and they attend to library user b

y

answering to the quarry of the users.

There are some work performing in circulation unit which are

1. shelf arrangement

2. shelf reading

3. discharging

4. charging/registration

5. Statistic

6. OPAC

7. catalogue boxes

8. Security

9. Answers of quarry
This are the work perform by the circulation librarian I'n the li brary wher e I also learned on how to do the registration for the library user and she lf arrangements by arranging according to their class mark author nam e and year of publication. And the circulation librarian most do properl verification on the information resources be for taking it out of the libra ry and we it been returned back to the library. The circulation librarian most have a devoted time to attend to you the user when they come for their quarr, the circulation librarian most have a solution to all problem o f the library user the head of kwara state circulation is known as mr

3.4 serail

In the Kwara State Polytechnic Library, the "Serial Section" refers to the part of the library where serial publications are housed. These include materials published periodically, such as:

Academic and professional journals

Magazines

Newspapers

Bulletins

Annual reports

Research papers or conference proceedings

The Serial Section typically provides access to current and back issues of these publications. These materials are often used for research and reference purposes, and they may not be available for borrowing, requiring users to read them within the library.

Magazines

Newspapers

Bulletins

Annual reports

Research papers or conference proceedings

The Serial Section typically provides access to current and back issues of these publications. These materials are often used for research and reference purposes, and they may not be available for borrowing, requiring users to read them within the library.

The Serial Section in Kwara State Polytechnic Library (or any other academic library) is specifically designed to handle materials published at regular intervals, such as serial publications. These materials are essential for research, staying updated on current developments, and accessing past issues for historical or academic reference.

Here are more details about the Serial Section:

1. Purpose and Importance:

It provides students, lecturers, and researchers with access to updated knowledge and current trends in various fields.

It supplements other resources like textbooks and monographs by offering specialized, peer-reviewed articles and reports.

2. Materials in the Serial Section:

Academic Journals: Peer-reviewed articles in specific subject areas (e.g., engineering, social sciences, business).

Newspapers and Magazines: For news, general information, and historical research.

Reports: Government publications, policy papers, and institutional reports.

Conference Proceedings: Records of academic conferences and presentations.

Indexes and Abstracts: Tools for locating specific articles within journals.

3. Accessibility and Usage:

Most items in the Serial Section are typically for in-library use only.

Some libraries allow photocopying or digitization for personal use, subject to copyright laws.

4. Organization:

Materials are organized chronologically or by subject for easy access.

A catalog or index is often provided for locating specific issues or articles.

5. Services Provided:

Current Awareness Services (CAS): Users are informed about newly arrived issues.

Reference Assistance: Librarians may help users find specific articles or periodicals.

If you're looking to use the Serial Section at Kwara Polytechnic Library, you might need to inquire with the library staff about the exact guidelines for accessing and using the resources there.

3.5 Reference unit

The Reference Unit in the Kwara State Polytechnic Library (or any academic library) is a specialized section that houses materials primarily used for quick consultation and in-depth research. These materials are not typically available for borrowing because they are considered essential resources for immediate reference within the library premises.

Features of the Reference Unit:

1. Purpose:

To provide users with reliable, authoritative, and factual information.

To support students, researchers, and staff with resources for assignments, projects, or academic research.

2. Materials Available:

Dictionaries (e.g., general, subject-specific, bilingual dictionaries).

Encyclopedias (e.g., general and subject-specific).

Atlases and Maps.

Handbooks and Manuals.

Directories (e.g., lists of organizations, professionals).

Yearbooks and Almanacs (e.g., annual statistics, events).

Bibliographies (lists of books and articles on specific topics).

Abstracts and Indexes (guides to articles in journals and other periodica

ls).

3. Accessibility and Usage:

The resources are for in-library use only. Users are not allowed to check out materials from this section.

Librarians or staff may assist users in locating or interpreting specific reference materials.

4. Services Provided:

Research Assistance: Librarians help users locate the most relevant resources.

Quick Reference Service: For answering factual queries or helping with specific definitions or concepts.

Guidance in Information Retrieval: Assisting users in navigating indexes, abstracts, or bibliographies to find relevant articles or books.

5. Importance:

It serves as a starting point for research by providing background knowledge.

It supports academic excellence by providing access to accurate and comprehensive information.

The Reference Unit is an indispensable part of the library, especially for students and researchers who need high-quality, reliable information to support their academic work. If you're visiting Kwara Polytechnic Library, the staff in this unit can be a valuable resource in helping you locate the materials you need.

3.5 E library

The E-Library (Electronic Library) in the Kwara State Polytechnic Library

is a modern resource hub that provides access to digital materials and online databases, offering students, lecturers, and researchers convenient access to academic resources beyond the physical library. It is an essential unit for enhancing learning, teaching, and research through technology.

Features of the E-Library:

1. Purpose:

To provide access to electronic resources like e-books, e-journals, databases, and multimedia materials.

To enable users to conduct research more efficiently using advanced search tools.

To bridge the gap between the physical and virtual world of academic resources.

2. Facilities and Resources:

Computers and Internet Access: Workstations equipped with high-speed internet for research purposes.

Online Databases: Access to scholarly databases like JSTOR, ScienceDirect, IEEE Xplore, and more.

E-Books and E-Journals: A collection of electronic books and journals in various disciplines.

Institutional Repository: Digital storage of theses, dissertations, reports, and other academic work from the polytechnic.

Multimedia Content: Audio-visual resources like videos, tutorials, and documentaries.

3. Access to Resources:

Users can access materials in the e-library on-site.

Some libraries also provide remote access for registered users through login credentials or institutional subscriptions.

Search tools and user-friendly interfaces are available to help locate relevant materials quickly.

4. Services Provided:

Digital Literacy Training: Workshops or sessions on how to navigate online resources.

Research Support: Assistance in using databases, finding e-resources, and formatting academic work.

Printing and Download Services: Facilities for saving or printing relevant materials.

5. Benefits:

Access to a vast amount of resources that are not available in print.

Real-time access to the latest academic publications and research outputs.

Time efficiency, as users can locate and retrieve materials quickly.

6. How to Use the E-Library:

Register with the library to get access permissions if required.

Use the provided computers or personal devices to connect to the e-library system.

Seek guidance from library staff if you encounter difficulties navigating the resources.

The E-Library is an invaluable resource for Kwara State Polytechnic students and faculty, as it opens up a world of digital learning and research possibilities. If you're visiting or using it for the first time, the library staff can guide you on how to make the most of its offerings.