TECHNICAL REPORT ON STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWS)

HELD AT

KWARA STATE POLYTECHNIC LIBRARY

PMB 1375 ILORIN KAWARA STATE

BY

ABIOLA TOSIN ARIKE
ND/23/LIS/FT/0058

SUBMITTED TO DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE INSTITUTE OF INFORMATION COMMUNICATION TECHNOLOGY (IICT) KWARA STATE POLYTECHNIC, ILORIN

IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE AWARD OF NATIONAL DIPLOMA (ND) LIBRARY AND INFORMATION SCIENCE

AUGUST-DECEMBER 2024

TABLE OF CONTENT

DEDICATION

This report is dedicated to Almighty God for His divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success.

ACKNOWLEDGEMENT

To God who owns life, I wish to express my sincere appreciation and gratitude for seeing me throughout my duration in Kwara State Polytechnic and for making my vision come to reality, also for His Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my sincere appreciation goes to My family may God be with you.

Finally, my sincere gratitude also goes to my lovely friend both within and outside the institution,

ABSTRACT

This report gives a good account of the training and experience which exposed student during the student industrial work experience (SIWES) at **KWARA STATE POLYTECHNIC LIBRARY**.

CHAPTER ONE

1.1   INTRODUCTION

 This program called (SIWES) student industrial work experience scheme is compulsory to all ND1 student who practicable course. It enables student to have the experience of the aspect which have been taught in school. It is a program that takes up to three month in which student are expected to be able practices what they are taught.

1.2   AIMS AND OBJECTIVES OF SIWES

The student industrial work experience scheme (SIWES) can be define as a technical skills and acquisition of knowledge from the organization, industrial sector. It is also serving as the complement the learning which student have acquired in the classroom or theoretically.

The objective of the student industrial work experience scheme is as follow

- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlighten student to various s division of industrial or organization of work in which the course of study can be radicalized.
- It relate the student to the labor market and how it being operated.
- To enable student to defend his or her self in anywhere he or she found itself.

1.3 HISTORICAL BACKGROUND OF THE ORGANIZATION

Kwara State Polytechnic, where the library is located, was established in 1973 by Colonel David Bamigboye, the then Military Governor of Kwara State [1] [2]. The polytechnic started with 110 students and has since grown to offer National Diploma and Higher National Diploma programs in various fields.

The polytechnic library, although not specifically mentioned in the available sources, is likely to have been established shortly after the polytechnic's inception to support the institution's academic programs. The library's primary function would be to provide access to relevant resources, facilitate research, and support the academic pursuits of students and faculty.

In recent years, the polytechnic has made efforts to modernize its library services. For instance, the institution has implemented the Centralized Online Research Assessment and Submission System (CORASS), which enables students to submit their research reports electronically [3]. This system has improved the efficiency of the research submission process and reduced the need for physical interactions between students and lecturers objective of the organization is to train both SIWES and its student and also individual in networking in order for them to know much or deep about and they have taught in their various institutions.

1.5 MAJORACTIVITIES OF THE ORGANIZATION

The major activity of the organization is operating of is buying and selling of fabrics in bulk from both outside and inside the Word and also students teaches about computers in general. The organization also accommodate SIWES student.

Other activities performed by the organization are:

1. The organization based on buying and packaging of cord lace, senator material and others

2. The organization also based on training student in practical aspect.

3. The organization also goes about making and training retailers and road side trader to become better.

CHAPTER TWO

2.1 SECTION/UNITS OF THE ORGANIZATION AND THEIR SPECIFIC FUNCTION

The Kwara State Polytechnic library has several sections and units that support the academic and research needs of its students and faculty. Here are some of the sections and units you can find:

- Circulation Section: This section is responsible for lending library materials to users, managing user accounts, and handling fines for late returns.
- - Reference Section: This section provides access to reference materials such as dictionaries, encyclopedias, and atlases that cannot be borrowed.
- Acquisitions Section: This section is responsible for selecting, purchasing, and processing new library materials.
- Cataloguing and Classification Section: This section organizes and categorizes library materials using standardized systems to facilitate easy retrieval.
- Serials Section: This section manages the library's collection of journals, magazines, and newspapers.
- ICT Section: This section provides computer and internet facilities for users to access e-resources and conduct research.
- Reprographic Section: This section offers photocopying and printing services to users.

These sections and units work together to provide a comprehensive range of library services to support the academic success of Kwara State Polytechnic student

2.2   STUDENTS INVOLVEMENT AT VARIOUS SECTION/UNIT

Student performed well in the section which She found herself in such as placement unit, packaging unit marketing unit computer peripherals.

2.3   INTERPERSONAL RELATIONSHIPS WITH THE ORGANIZATION

Pertaining to interpersonal relation there was cordial and sustained relationship among the staff, manager and the SIWES students.

CHAPTER THREE

3.0   STUDENT SPECIFIC INVOLVMENT AT VARIOUS SECTION/ UNIT

INTRODUCTION TO CIRCULATION SECTION

The chapter include Circulation Section: This section is responsible for lending library materials to users, managing user accounts, and handling fines for late returns

BINDERY REFERENCE SECTION

This section provides access to reference materials such as dictionaries, encyclopedias, and atlases that cannot be borrowed

Familarization with the reference unit and library reference resources

Coordinated reference materials shelving and monitored collecting utilization.

Overview of the library bindery unit and its primary function and responsibility, their duty is to providing lifes of information materials, essential records for the bindery department includes

Name

Matric number

Phone number

Signature and also corass, clearance and bindery receipts

Finally provide patrons with effective support and also fostering continuous learning and growth.

ACQUISITIONS SECTION:

This section is responsible for selecting, purchasing, and processing new library materials.to

Highlighting the duty of a acquisition unit to connect with other department like accounting, banking and finance and every department have HOD

Brief description about two major things done in acquisition which are

1. Gumping
2. Stamping and also giving information material number (accessional number)

THREE WAYS GETTING BOOKS ON THE LIBRARY

- Through purchasing
- Through texfund
- Through gifting or donation

MATERIA USED IN ACQUISITION SECTION

- Gum
- Bookcard
- Book jacket

CATALOGUING AND CLASSIFICATION SECTION:

This section organizes and categorizes library materials using standardized systems to facilitate easy retrieval.

SERIALS SECTION:

This section manages the library's collection of journals, magazines, and newspapers.

ICT SECTION: This section provides computer and internet facilities for users to access e-resources and conduct

E-LIBRARY

Introduction to digital resources management , the E-library unit is function and responsibilities, identifying and managing holdings ensuring proper categorization and accessibility.

Providing information literacy support to users

Introduction to library management software (COHA) and its functionalities for managing library resources,

Assisted user with inquiries related to information literacy, applying concepts in practical situation
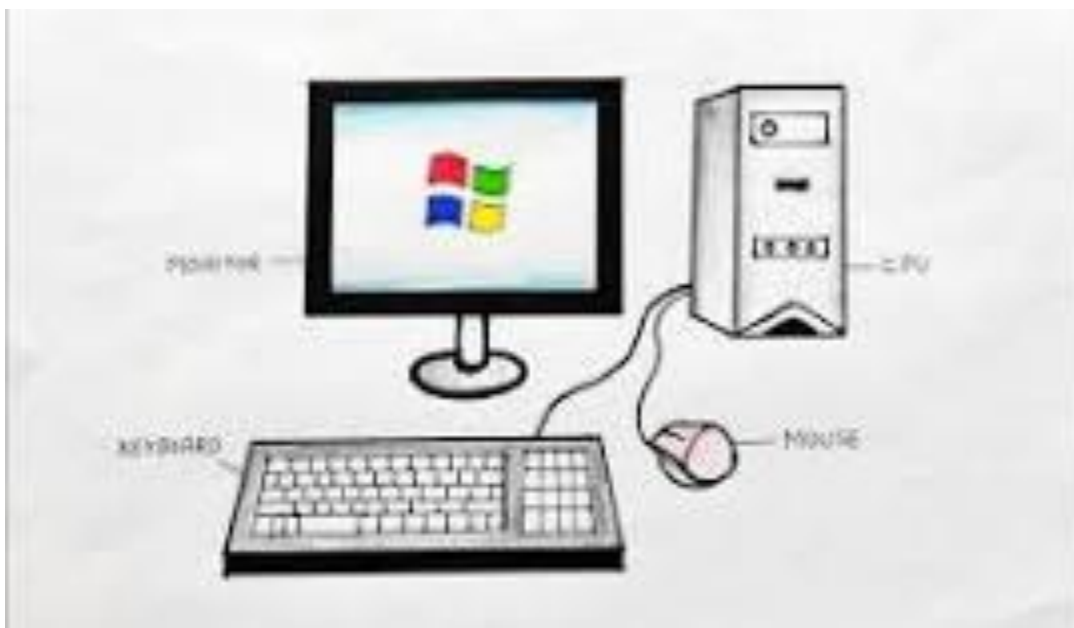
Fig 1 A complete computer

CHAPTER FOUR

4.1 PERSONAL IMPERSSION Here are some factors to gain from utilizing the Kwara State Polytechnic library:

Academic Factors

1. Improved Research Skills: The library provides access to various resources, enabling you to develop your research skills and critical thinking.

2. Access to Relevant Materials: The library offers a vast collection of books, journals, and online resources relevant to your course of study.

3. Enhanced Knowledge: Utilizing the library's resources can broaden your knowledge and understanding of various subjects.

Personal Development Factors

1. Time Management: Using the library effectively requires good time management skills, which can benefit other areas of your life.

2. Independence: The library provides a quiet and conducive environment for independent study, helping you develop self-study habits.

3. Self-Discipline: Regular library use can instill self-discipline, essential for academic success and future careers.

Career Development Factors

1. Information Literacy: Developing information literacy skills through library use can enhance your career prospects and professional development.

2. Critical Thinking: The library's resources can help you develop critical thinking skills, valuable in many professions.

3. Problem-Solving: Utilizing the library's resources can improve your problem-solving skills, essential for addressing complex challenges in your future career.

Social Factors

1. Collaboration: The library provides opportunities for group study and collaboration, helping you develop teamwork and communication skills.

2. Networking: You can meet and interact with fellow students, lecturers, and library staff, potentially leading to valuable connections and networking opportunities.

3. Community Engagement: Participating in library events and activities can help you engage with the broader university community.

By utilizing the Kwara State Polytechnic library effectively, you can gain these academic, personal, career, and social benefits, ultimately enhancing your overall university experience

CHAPTER FIVE

5.1 CONCLUSION

In conclusion, student industrial work experience scheme program (SIWES) has given the opportunity to have at least some knowledge about my course of study and program has provided me an abridgement of gap.

5.2 RECOMMENDATION

I hereby recommend that the school management should promote   proper orientation on the program for the student who lacks it for high rate of student un-involvement.

I will be glad if the programmer student industrial training experience scheme (SIWES) period is extended more than four months, so that the student might have enough time to learn practical aspect of what have learnt in their various institutions.