

KWARA STATE POLYTHENIC, ILORIN

**TECHNICAL REPORT OF
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME**

**CARRIED OUT AT
UNIVERSITY OF ILORIN LIBRARY, ILORIN, KWARA STATE
NIGERIA.**

FROM 7th AUGUST – 22TH OF NOVEMBER, 2024.

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KWARA STATE POLYTHENIC, ILORIN

**IN PARTIAL FULLFILMENT OF LIS 210 SIWES AS A REQUISITE
FOR THE AWARD OF NATIONAL DIPLOMA (ND) LIBRARY AND
INFORMATION SCIENCE**

REPORT OVERVIEW

Students Industrial Work Experience Scheme (SIWES) is an industrial training program that assists students to gather practical experience in their various disciplines. It is designed to expose students to the industrial work place during their course of study. This report is about the experience I gained during my 4 months SIWES programme at the University of Ilorin Library which started on the 7TH of AUGUST, 2024 and ended on the 22th of NOVEMBER, 2024. A period of 16 weeks. This report also includes the, organizational structure, the various sections in the establishment and their functions, the work I did and the experience I gained during my stay in the aforementioned establishment. More so, I also discussed some challenges I encountered during the period of my training and some recommendations that could help to improve the organization and the scheme at large.

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CHAPTER ONE

1.0 INTRODUCTION

Industrial Training is the training that students undergo in order to gain practical knowledge, skills, experience and application in their respective field of study. It mainly opens students to the real-life scenarios in their various professions. The Students Industrial Work Experience Scheme (SIWES) is a human capital formation programme through industrial attachment for which students are expected to have a practical experience on the basis of theories and principles acquired in the teaching-learning process. SIWES is an accepted skill programme done in order to prepare students for the world beyond the classrooms. It is a programme to acquire the necessary skills and technical competence.

Library and Information science (LIS) is an academic and professional study of how information and information carriers are produced, disseminated, discovered, evaluated, selected, acquired, organized, maintained, managed and eventually used. This report is the full documentation of my SIWES as a student of Library and Information Science (LIS) within a period of four months in an academic library – the University of Ilorin Main Library.

1.1 BACKGROUND OF SIWES

SIWES is an acronym for Students Industrial Work Experience Scheme programme that was established in 1973 by The Industrial Training Fund (ITF) to serve the problem of lack of adequate practical skills preparatory for employment in industries for Nigerian tertiary institutions graduates. The scheme educates students on industrial based skills essential for a smooth transition from the classroom theories to the actual practice in the real world of work. Students of tertiary institution are given the opportunity of being familiarized and exposed to the needed experience in handling machineries and equipments which are usually not available in the educational institutions. Partaking in SIWES industrial training has become a crucial pre-condition for the award of diploma and degree certificates in specific disciplines in most institutions of higher learning in Nigeria in line with the government education policies. The operators are; the ITF, the coordinating agencies (NUC, NCCE, NBTE), employers of labor and various institutions. It is funded by the Federal Government of Nigeria.

SIWES program was introduced into the curriculum of tertiary institution in the country as far back as 1974 with 748 student from 11 institution of higher learning. By 2008, 210,390 students from 219 institution participated in the scheme with over 112 eligible courses. The idea of technical experience for students in Nigeria was first introduced by the federal military government under the leadership of General Yakubu Gowon (RTD) with the subsequent establishment of industrial training in 1971 through the promulgation of the decree No 47. However the scheme over the years has contributed immensely to the personal development and motivation to be able to understand the important connect between the “Taught” and “Learn” content of their academic program and what knowledge and skills will be expected on professional practice level after school. Meanwhile the need for student to possess adequate information on SIWES is further underlined by the fact that SIWES is a course of study that attract two, four and six units in College of Education, Polytechnics and University respectively in accordance with the need attached to it by the institution.

1.2 OBJECTIVES OF SIWES

According to Akerejola , O. (2008) The objective of SIWES among others include:

1. To make the transition from the schooling to world of work easier through enhancing students’ contact for later job placement.
2. To provide students with the opportunities to apply their theoretical knowledge in real work situations, thereby bridging the gap between theory and practice.
3. To enlist and strengthen employers’ involvement in the entire educational process of preparing institutional graduate for employment in industry term.
4. To expose students to the techniques and methods of working with facilities and equipments that may not be available within the walls of an educational institution.
5. To give an opportunity to learn a good sense of interaction among people and to promote technology advancement in Nigeria.

Other Objectives Include:

1. SIWES will provide students the opportunity to test their interest in a particular career before permanent commitments are made.
2. SIWES students will develop skills in the application of theory to practical work situations.
3. SIWES will aid students in adjusting from college to full-time employment.
4. SIWES will provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.

CHAPTER TWO

2.1 DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT

The UNIVERSITY OF ILORIN LIBRARY is an academic library established on May, 1976, set up mainly to meet the information need of the student, lecturers and the international research community with an extremely extreme rich and diverse range of library Information resources provided by the parent bodies and other bodies.

2.2 LOCATION AND BRIEF

HISTORY OF THE ESTABLISHMENTHISTORY OF UNIVERSITY OF ILORIN LIBRARY

The university was established in 1975 as a University College. The library was consequently opened in May, 1975. The University of Ilorin Library took off in the early part of 1976 with the appointment of Mr. B.A. Oni-Orisan as the University Librarian (UL), and one of the foundation Principal Officers of the University. Therefore, by October 25, 1976, after the Principal's maiden address to the foundation students and staff in the Africa Hall at about 10:00a.m., the University Library formally commenced its routines and services to clientele.

The primary responsibility of the Library is to select, acquire and organize books, periodicals, documents, newspapers, maps, and other print and electronic resources that are required for teaching, research and self-development activities of the University and its environments. The responsibly for the selection of books and non-book materials is jointly share primarily with members of the teaching staff. Other categories of staff and students wishing to suggest books, periodicals and other type of Library materials for addition to the collections may do so by completing

appropriate slips at the Loan's Desk or through e-mail correspondences to the University Librarian or Acquisitions Librarian or the University Library email i.e. uillibrary@unilorin.edu.ng.

LOCATION OF UNIVERSITY OF ILORIN LIBRARY

The Library system consists of the Main library, electronic library at the permanent site and also the law library situated in the faculty of law at the Permanent Site of the University which is located at P.M.B 1515, Tanke Road Ilorin Kwara State. The College of Health Sciences Library located at the University of Ilorin Teaching Hospital, Oke-Oyi, Ilorin Kwara State. Although the Library operates on dual campus arrangement, its administrative machinery and acquisitions mechanism are centralized under the directive of the University Librarian. The Main Library is a magnificent one story building with an underground (Basement) floor. It houses some 350,000 volumes of books excluding pamphlets, journals, theses/dissertations and documents (archives). It can seat about 1,500 to 2000 users when fully utilized. Like its parent institution, the library is a hybrid conventional system with its collections developed along departmental, faculties and courses consideration. The library is also stocked with a substantial number of Audio-Visual materials and databases that can be accessed on CD-ROM and internet. It is also not too far from the heart of the town, depending on the density of geographical population, so that researchers and other qualified and registered users can have access to the information materials at their convenience.

University Librarians from 1975 – Date

The university was established in 1975 as a University College. The library was consequently opened in May, 1975. The first University librarian was Mr. B.A Oni Orisan. He assumed duty in August 1976 and since then the library has been headed by the following officers either in acting capacity or as substantive University Librarian.

Mr. B.A Oni Orisan:	1976 -1990
Mr. Dokun Fadiran:	1990 -1994 (Acting University Librarian)
Mr. R.A Ukoh:	1994 (Acting University Librarian)
Mr. S.O Fowowe:	1994 - August 2001
Mr. Afolayan:	August 2001 - February 2002 (Acting

University Librarian)

Professor M.I Ajibero: 2002 – 2006

Mrs A.A Adewoye: 2006 – 2010 (Acting University Librarian)

Mrs. Joyce Ayodele Fadayomi: 2010 – 2013 (Acting University Librarian)

Dr. J.O Omoniyi: 2012 – 2018

Professor A.O Issa: 2018 -2022

DR K T OMOPUPA: 2022 Till date

OBJECTIVES OF ESTABLISHMENT

The University of Ilorin Library drew its aims and objectives from its vision and mission statement. The following are the aims and objectives of the University of Ilorin academic library:

- To facilitate informal self-education of all people in the community.
- To support educational, civic and cultural activities of groups and organizations.
- To enrich and further develop the subject areas in which individuals are undertaking formal education.
- To meet the informational needs of its clients by providing materials or referral.
- To encourage the use of library materials and services for recreation.

VISION AND MISSION STATEMENT OF THE ESTABLISHMENT

VISION STATEMENT: A library that ranks as one of the best globally in resource management and services delivery to local, national and international community.

MISSION STATEMENT: To provide efficient framework for attaining best practices in collection development, infrastructure, resources management and services delivery to library users for teaching learning and community service

2.4 THE VARIOUS DEPARTMENTS/UNITS IN THE ESTABLISHMENT AND THEIR FUNCTIONS

There is no universal structure that is prescribed for libraries. Each library develops and operates a structure that suits or meets its needs.

The University of Ilorin Library presently operates three broad divisions, in addition to the office of the University Librarian which is responsible for administering the entire library. The divisions are as follows:

1. Technical Service Division (TSD)
2. Reader Service Division (RSD)
3. Electronic Support Service Division (ESSD)
4. And still have others (2) division outside the main Library which includes:
5. LAW Library
6. College of Health Sciences Library.
7. Technical Services Division

The primary role and responsibility of the technical service division of university of Ilorin library is to acquire and process library materials for the use of library patrons/clients and to coordinate activities that take place in the section. The technical service division was head by Dr T A B Abdussalam. The division is further divided into the following sections:

- Acquisition section.
- Cataloguing and classification section.
- Serials section.
- Bindery section

ACQUISITIONS SECTION

This section is a section under technical services division in university of Ilorin library, and has the sole responsibility of acquiring information materials to the library collection through purchase, donation, gift, endowment. And such material could be books, serials, and non-books materials.

Major routines performed in the Section include:

- Collection development i.e. Acquiring of books through purchases, donations, gifts and endowment
- Keeping records of books purchased
- Verification of books on order
- Accessioning and stamping of books purchased
- Facilitating book purchases between Library clientele and Publishers for personal use
- Receiving gifts and donations from individuals and corporate bodies
- Dispatch books to cataloguing and classification section
- Sending out of publishers' catalogues to departments/faculties for selection
- Harvesting books selected by departments/faculties.

CATALOGUING AND CLASSIFICATION SECTION

This is the section where description of information materials are provided in a 3x5 cards which is called **DESCRIPTIVE CATALOGUE** (bibliographic details of each information materials such as authors name, publishers, publication, pagination, note area, subject, accession number and the location marks) are all made available in the card before classification is done. Cataloguing section has their guide book for cataloguing, they also make use of library of congress schemes and they also engage in different type of cataloguing which are:

1. Descriptive cataloguing.
2. Subject cataloguing.
3. Cataloguing in publication or copy catalogue.
4. On-line cataloguing (KOHA library software).

DESCRIPTIVE CATALOGUE: is the process of identifying and describing the bibliographic and physical form of an information material, determining the names and titles that will be used as access points and recording the data in a bibliographic record. It also implies description of an information material in a 3x5 cards by providing the bibliographic details of each material. It can be single entry, double entry, multiple entry, co-operate body, edited materials and the likes.

CATALOGUING IN PUBLICATION (COPY CATALOGUE): is a bibliographic records prepared by the library of congress for a book that has not yet been published and when the book is published the publisher will includes the CIP data on the copyright page thereby facilitating book processing for libraries and book dealers. It also implies cataloguing in publication (CIP) or copy catalogue. That is such an information material has already been catalogued and classified from publication on the verso page of such information materials. The next thing is to transfer what has already been catalogued and classified into the 3x5 card.

SUBJECT CATALOGUING: is that aspect of cataloguing whose focus is the subject content of book or information materials. It encompasses classification and assignment of subject heading for information items. It tells us about what area or aspect does the book covers. The information about the subject can be extracted from the back page, introduction page, preface or the content page before any subject can be determined.

ONLINE CATALOGUING: is the process of entering or transferring the bibliographic details of an information material that has already been catalogued and classified on a 3x5 cards into the library preferred software (KOHA).

CLASSIFICATION SECTION

This is section where subject cataloguing is actually carried out after the descriptive catalogue has been done. This section assigns the subject necessary to a particular information material by using the Library of Congress subject heading, after the subject has been determined it will refer the cataloguer to the SCHEDULE by going to the schedule index before thorough verification depending on the content of the book. After getting the location mark the next thing is to cutter for the material by using CUTTER TABLE. In classifying, the cataloguer will have to form a thesaurus that is the subject in mind and after go through the subject heading to confirm maybe it is correct or not and later to the schedule, their series of term used in the subject heading, after that go through the schedule index or outline if indicated in the subject heading or not. Some of the materials used for classifying information materials are;

- ❖ Subject heading
- ❖ Schedule
- ❖ Cutter table

ROUTINES OF THE CATALOGUING AND CLASSIFICATION SECTION

1. Preliminary checking is done to verify if such materials is in stock before processing.
2. Extract the bibliographic details of information materials for easy and quick identification such as authors name, pagination, publication, ISBN, accession number, edition and the likes.
3. Set description of information materials on a 3x5 card which is the link between materials and the users.
- 4 Classification of materials into broad or specific subject area
5. Keep statistics of the books collected or received from the acquisition section.
6. Labeling of information materials.

SERIAL SECTION

It was explained that the section acquires journals and related serial

materials that come into the library. The section catalogues, classifies and makes serials materials available to library users. Its materials are mainly used for research purpose and meant for consultation only and not to be loaned out of the section. The serial section acquires new journals which can be local journals (printed in Nigeria) or foreign journals (printed outside Nigeria) which are recorded separately and also ensures that they are stamped in the front middle and back. They receive newspaper from the acquisition section every day and they will record it. The processing will proceed such as; recording the number of each copy received into the newspaper register, sorting of newspaper, stamping of newspapers, labeling of newspaper, stapling of newspaper and dispatching of newspaper to the required sections for patron to have access to it. That is the papers are divided into two parts, some are dispatched to law library while some to serials section. Those newspaper have been dispatched to the serials section and after the end of the month they are packed off, should incase any student wants to make use of it necessary procedure are been followed before they are taken out of the section that is they can only make photocopy. They take daily statistics of student that makes use of the material both in the morning and in the afternoon. They also catalogue and classify their materials, arrange them by faculty and department and finally display them on the shelves for users to have access to them.

READERS' SERVICE DIVISION

This division was headed by MRS G O BABAFEMI, this division establishes direct contact with the Library users. It takes custody of materials that have been processed in the Technical Services Division and makes them available to users in an organized and controlled system. The division is usually headed by a Deputy University Librarian. The division coordinates the activities of the sections under it.

CIRCULATION SECTION

The Circulation Section, overseen by MR. M. A. SULAIMAN (Circulation Librarian) and led by MR. A. A. BADIRU. The is more unless the public relation section of the library. It is the public image of the library of which the library users registered to become a genuine or real member of

the library clientele or users. It houses books that are on open shelves. This section received and keep records of books dispatched from the cataloguing and the classification section to the circulation section, they answer patron queries and give users directions to where information materials are being located. This section is also responsible for charging and discharging of materials to the clientele. University of Ilorin makes use of triplicate card in charging and discharging materials to their users which is of different colors such as WHITE, YELLOW AND PINK.

These cards are filled and filed separately that is, the white slip are filed according to the accession number, the yellow cards are filed according to the due date of the material loaned out of the library, and the pink cards are filed according to the client borrowers number. Whenever the information materials are returned back to the library the book are to be checked thoroughly together with the card in which one of the card is given to the client for reference purposes. The policy of the circulation section is that there are minimum number of books the library client can borrow they are; undergraduate can only loan two books, post graduate four books and lastly the library staff can only borrow a minimum of four books and must be returned in two weeks for undergraduate while the postgraduate and the staffs is only four weeks. Finally there are many activities carried out by the circulation section to discuss but few as stated earlier.

The Circulation Section has the responsibilities to:

1. Register new Library users
2. Charge books out to users
3. Discharge returned books
4. Keep statistics and generate reports of Library users and Library materials consulted
5. Display and shelve new books
6. Re-shelve used books
7. Conduct shelf-reading

REFERENCE SECTION

This section is headed by the Reference Librarian, MR. YUSUF, provides essential reference materials exclusively for in-library consultation and cannot be loaned Reference materials are meant for consultation only and are therefore not to be borrowed or taken out of the library. Like the

Circulation Section, this section is also a public relations section of the Library. The reference section houses reference materials such as:

- ✓ ENCYCLOPEDIA
- ✓ DICTIONARIES
- ✓ Biographies
- ✓ Bibliographies.
- ✓ Gazette
- ✓ Gazetteers
- ✓ Maps
- ✓ Handbooks
- ✓ Index
- ✓ Almanac
- ✓ Abstract
- ✓ Atlas

Therefore, the Reference Section

- ✓ Provides answers to Reference queries
- ✓ Maintains Reference collection on closed shelves
- ✓ Provides answers to directional and non-directional queries
- ✓ Processes inter-library requests
- ✓ Teaches clientele how to use special Reference materials
- ✓ Maintains statistics and generates reports of Reference materials consulted

DOCUMENTS SECTION

This section is headed by MRS E. OLASEHINDE, But represented by MRS E. JIMOH. The Documents Section houses government publications and other publications emanating from corporate bodies. The section is headed by a Librarian, with functions which include:

- ✓ Harvesting of documents from government agencies and corporate bodies
- ✓ Classifying the harvested publications
- ✓ Maintaining the records of documents in the section
- ✓ Ensuring that documents are made available to users on request
- ✓ Keeping statistics and generating reports of documents consulted.

ELECTRONIC SUPPORT SERVICES DIVISION

The Head of this department is MR. MAITO ABULAI RASAK and

assisted by MR. JAMIU and others Electronic support services division is the unit that ensures that manually handled library activities are carried out by the computers. This division is shouldered with the responsibility of providing services to the patrons in electronic format. This division is also the sub division of the main library in which their activities are carried out in electronic formats. The main activity of this division is to support the users to have free access to any information via the internet.. This section houses more than 100 computers and furniture's and encapsulates various sections but the main sections are discussed below they are;

1. DIGITAL LIBRARY SECTION: this unit is responsible for the development of the institutional repository in which the library client can have access to them in terms of information. This department is responsible for retrospective conversion of library materials to digital formats. They also make use of equipment such as; UPS, book drive pro machine (digital machine), monitor, keyboard and mouse.

2. AUTOMATION SECTION: this unit ensures that all manually handled library activities are carried out by the computer; this is done for portability as well as organizational and easy accessibility

3. E-LIBRARY: this unit directly assists students and staffs to search the subscribed and unsubscribed databases for the needed information. It develops and implements training programs for students and staffs. This section makes use of the following databases such as HINARI, JSTOR, EBSCOHOST, OARE, AGORA, VIRTUAL LIBRARY, SCIENCE DIRECT.

CHAPTER THREE

SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

3.1 SUMMARY AND CONCLUSION OF ATTACHMENT ACTIVITIES

The SIWES has provided a training ground where skill relating to how information can be processed, managed, preserved, retrieved and documented. This has gone a long way in equipping me in merging what has been learn in the lecture room to what was actually learnt on the field. The Scheme which is a skills training programme is designed to expose and prepare students of Universities, Polytechnics/Colleges of Technology, Agriculture and Colleges of Education to real life work situation after graduation.

SIWES is a cooperative industrial internship program that involves institutions of higher learning, Industries, the Federal government of Nigeria, Industrial Training Fund (ITF), Nigerian Universities Commission (NUC) and NBTE/NCCE in Nigeria.

3.2 PROBLEMS/CHALLENGES ENCOUNTERED DURING THE PROGRAMME

1. Poor Maintenance of Library Material's; The materials/facilities possessed, by the library and the accessibility to these materials is what determines the worth of the library. At times these materials are mal-handled by actual library staff. This might be as a result of lack of training or ignorance on the value of the library materials.
2. Lack of Current Materials; It is quite unfortunate that some materials are not up to date are in the library must expecially in Library and infirmation science shelf to reflect the current trend of information in the discipline and some other courses as well.
3. Erratic Power Supply; ICT infrastructures depend mostly on electricity to function and access the needed information. The general Nigerian problem of poor or epileptic supply of power is also a great deterrence to the library. It harbors the operation of most library equipment's and gadgets and also ends up destroying the power surges. This greatly reduces the efficiency of the library and perhaps, acts as a setback to proper information dissemination killing the Library system in our universities and entire country.
4. Transportation; Due to the fact that the Industrial Training (IT) as

popular known by the populace was undertaken in a process that you worked as a staff of the library. As a staff, you are to report to work by 7:30am unlike going to lectures that has time and allows changes, on a daily basis, money was most time a hindrance but not optional due to non-allowance by the attaching organizations and non-payment of SIWES allowance by the Government.

5. Attitude of the Staff; Some of the staff members of the library sometimes action and behavior made it hard to interact with them, hence there was poor social relationships. This lead to difficulties in asking questions where there was limited understanding and hindrance for knowledge to be attained.

3.3 RECOMMENDATIONS

1. Government should liaise with bodies involved in the management of the SIWES programmes ahead of tune so as to reduce or put an end to the barest Delay in release of funds for supervision and student's industrial training allowances.
2. Training of Library staffs should continue to occur on regular basis.
3. Employers of labour are very important in the effective running of this scheme. They should try as much as possible to absorb a large number of SIWES students in their various establishments to acquire the practical training.
4. There should be alternative provision of power supply for the library such as solar, light generating machine, etc.