

KWARA STATE POLYTECHNIC, ILORIN

INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REPORT ON

STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES) OBSERVED AT

KWARA STATE LIBRARY BOARD

(AUGUST, 2024 – NOVEMBER, 2024)

BY

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ND/23/LIS/FT/0021

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JANUARY, 2025

CHAPTER ONE

INTRODUCTION

1.1 Background

This program was established by ITF in 1973 to solve the problem of lack of adequate practical skills preparatory for employment in industries by Nigerian undergraduate of tertiary institutions. The Scheme exposes students to industry based skills necessary for a smooth transition from the classroom to the world of work. It affords students of tertiary institutions the opportunity of being familiarized and exposed to the needed experience in handling machinery and equipment which are usually not available in the educational institutions.

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 Fund 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). 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 Aims and Objectives of the Scheme

The following are the aims and objectives of Scheme as summarized by the federal government in its Gazette of April, 1978 as follows:

- ❖ To provide students the opportunity to test their interest in a particular career before permanent commitments are made.
- ❖ To help students to develop skills in the application of theory to practical work situations.
- ❖ To provide students the opportunity to test their aptitude for a particular career before permanent commitments are made.
- ❖ To help students to develop skills and techniques directly applicable to their careers.
- ❖ To provide students the opportunity to develop attitudes conducive to effective interpersonal relationships.

CHAPTER TWO

DESCRIPTION OF KWARA STATE ULTRA-MODERN LIBRARY

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

As a student of Library and Information Science, I observed my SIWES program at Kwara State Library, a public established to provide efficient access to information and materials to all citizen of Kwara State regardless of age, gender, language, educational attainment etc. This library is situated along Sulu Gambari Road, Ilorin, kwara state.

The Kwara State Public Library Services has the Headquarters in Ilorin, Kwara State Capital of Nigeria and two Divisional Libraries at Jebba and Offa areas of Kwara State. It is a Kwara State government establishment with the sole aim of providing qualitative and adequate reading resources for the people of Kwara State.

The Kwara State Public Library was established in 1968 following the creation of the state in May 29, 1967. With the emergence of Kwara State in 1967, the former Northern region was divided into six states out of which emerged Kwara State with Ilorin as capital. Following the creation of Kwara State the federal ministry of information contacted the British ministry of Overseas Development (B.M.O.D) asked for the help of a library adviser to come and assist in dividing the assets of the regional library into six newly created Northern states Mr. Robert Pearce was therefore assigned to come to Nigeria to help in division of the regional library assets. Pearce in his submission of 1968 stated the objective of the library service which he recommended for the new state.

These objectives are that;

- There should be public library service to aid education development. To do this, the service should stock books for primary and early secondary school children to improve their reading ability in English.
- It should also attempt to provide a direct service to part-time students and those who wish to prepare themselves for further formal studies.
- In consultation with community Development officers, the service should provide books, which will support the social and educational aim of their project

As soon as it becomes apparent in 1967 that states were created, the senior Librarian in Kaduna Mrs. S. A. Mold made a decision to decentralize the services of the regional library. He deployed a qualified Librarian Mr. Popoola was deployed to Ilorin as the first Kwara State Librarian. With assistant library officer and five library clerks toward the middle of 1967, the senior Librarian in Kaduna Mr. S. A. Mold made the tour to Ilorin to meet Native Authority Officers. As a result of his discussion, the court building of the Native Authority was vacated for the library. This was approved for the period of six months until December 1967 when the reader services division moved to Red Cross building along Offa Road leading to the government printing press.

As previously mentioned, the administrative and technical section of library, having moved from one temporary location to another then settled in the former Ministry of Establishment and Training building (a fabricated building). During this period the state library services has continued to change hands from Governor's office to Ministry of information and culture vice versa, these changes of venue continued with the Ministry of information and culture. Presently library board is overseeing by Kwara State ministry of Education Science and Technology.

However, the location and building of new state library service complex came into being on 1st January 1984. This new state library complex was cited along Sulu Gambari Road, Ilorin, which now houses the Administrative, Technical services and Readers services divisions.

The ultra modern library complex was opened and commissioned by then commander in-chief of the Nigerian Armed forces and president of the Federal Republic of Nigeria, General Ibrahim Badamasi Babaginda on the 21st November, 1990. The library was renovated and commissioned for second time by the president Chief Olusegun Obasanjo on October 11, 2006.

2.2. Objectives of Establishment

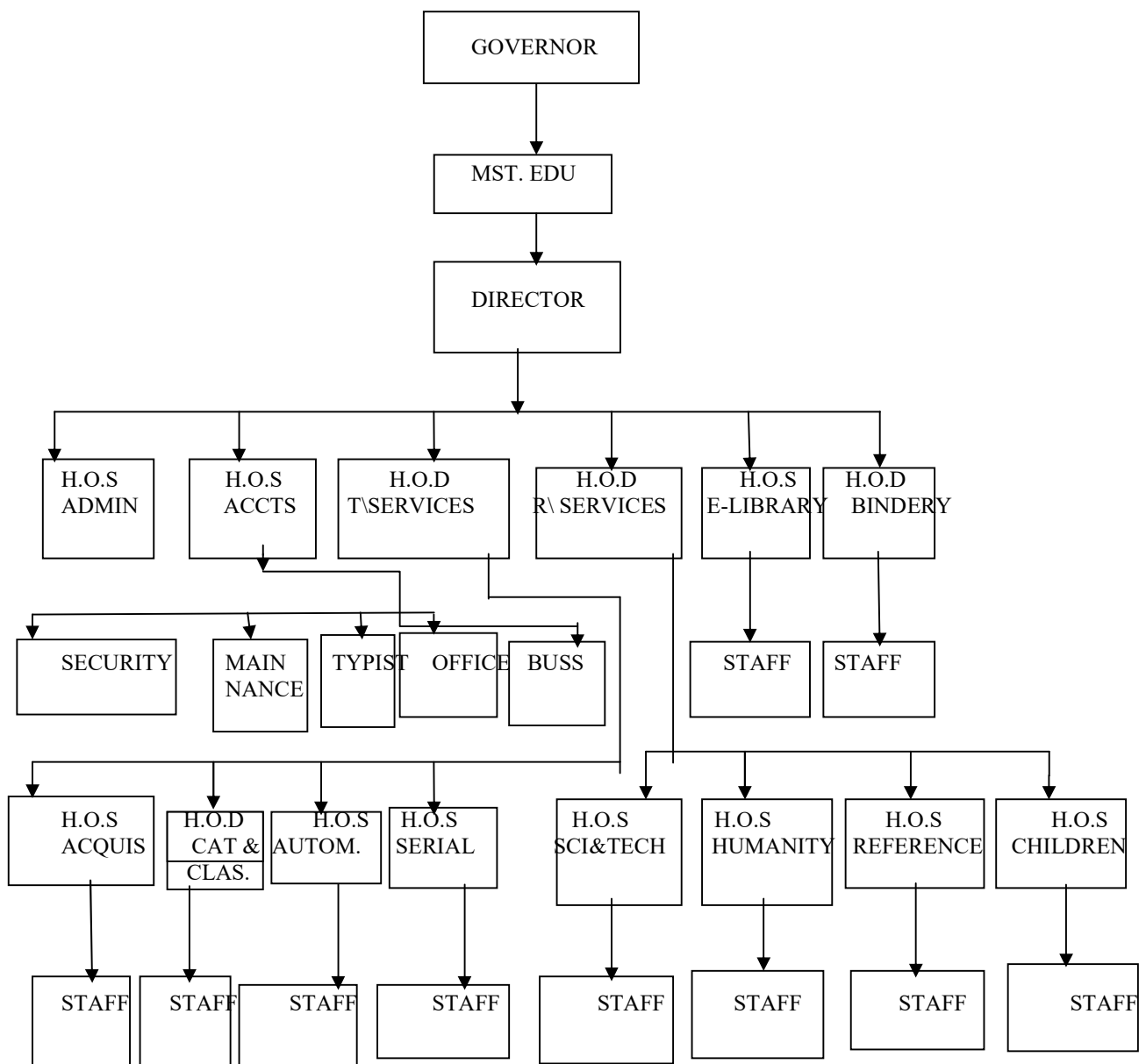
Kwara State library is a Kwara State establishment with the following objective;

The main purpose of Kwara State library is to provide qualitative and adequate reading resources for the people of Kwara State.

The Library is administered by a team of Librarians and the other paraprofessionals who engage in, statewide planning, coordination and provision of services to ensure that the people of Kwara State have equitable access to the collective knowledge and information resources in the State's libraries.

The Library Loans materials to adult users, provide reference services, constant services and internet browsing services, support unbeatable learning for Kwara State residents.

2.3. Organizational Structure



CHAPTER THREE

DESCRIPTIONS OF THE ACTIVITIES DONE

3.1 Collection Development/Acquisition Unit

Collection Development/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.

3.2 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 Sears List of Subject Headings (SLSH). After then, the volumes of the Dewey Decimal 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 Dewey Decimal Classification Scheme. For instance, information material titled "Introduction to Agriculture" was assigned class number 500. Information materials in other classes such as classes 026- Library and Information Science, 600 – Technology etc., were also classified.

3.3 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.

3.4 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.

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.

3.6 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.

3.7 Automation Unit

The Automation 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 don'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.

3.8 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.

3.9 Serial and Indexing Unit

Serial can be simply defined as a periodical. The material produced periodically i.e it may be daily bases, weekly, monthly or biannually which means six month e.g magazine, news paper e.t.c

According to the HOS of serial unit said that magazines do come weekly and some can be monthly while newspapers are daily bases.

Methods of acquiring serial materials

Through direct purchase from the vendor: Direct purchase is a process by which the librarian in-charge of the section meet the vendor to buy the material (newspaper) or the vendor taking the responsibility of bringing the material to the session i.e serial unit in the library.

According to the head of session he said the organization (kwara State Library Board) duly pay for materials acquired to the vendor monthly.

After the material has been acquired, the following process will take place:

- **REGISTRATION OF THE MATERIAL:** - This is the process of recording the material acquired by the Librarian on that day according to their publication. e.g THE NATION, DAILY SUN, THE GUARDIAN e t c.
- **STAMP THE MATERIAL:** - This is the process by which the librarian's stamp the newly acquired material with the library serial stamp. The stamping should be either the top of the news paper or the bottom (footer).
- **DISPLAY THE MATERIAL:** - This process take place after the material has been record and stamped, the librarian will display them on the reading table for easy access by the users.
- **ARRANGE PERIODICALLY:** -After the material has been used by the users, the librarian will ensure those materials are arranged periodically and placed with those information materials acquired previously.

After the end of the month the news paper are collated and arranged on the shelf according to their month of arrival for easy retriever.

Serial Unit chain

Vendor → Section → Display table → User

Government Publication

Government Publication: These are the materials produced by the government e.g financial statement result.

Method of acquiring government publication or document

The method of acquiring government publication is quite different from other publications

So the methods are:

1. Through direct purchase
2. By donation e.g (Ibrahim Babangida – the military, politics and power in Nigeria.)
3. Through legal deposit:-every publisher must deposit at least fifteen (15) copies of their information material or publication. e.g (Petroleum Technology Development Journal)
4. By gift

When acquiring material for the library, the library community analyses is done to know what the particular material that are needs by the users.

Type of government publication

1. Journal

This is the diary or the profile of a field of study.

2. Gazette

This is a diary of a particular civil servant. Everything about individual during his or her years of service e.g Kwara State in Nigeria gazette 1980 authority.

3. Gazetteer: -This deals with a place and geographical area.
4. Reports:- e.g universal basic education programme (UBEP).

INDEXING

Indexing is an indicator or pointer of acquired information. In other word Index is a key that direct users to a particular information that arranged in alphabetical order in other to retrieve information easily. The main aims of indexing are to direct users to particular information that is needed by the user at that moment either in the news paper or magazine etc at the precise page.

Tools Use in Indexing

- News paper
- Pencil
- Cleaner
- Razor blade
- Flimsy paper/card

Bibliography information of index

1. Headline
2. Title (text book or book material)
3. Sources (the type of news paper)
4. Years of publication, date, day of publication
5. Pages

EXAMPLE

<p>COURT HALTS SARAHI'S TRIAL</p> <p>THE PUNCH, NOV 9TH, 2015.</p> <p>P.G 2.</p>
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According to the HOS for serial and government publication section he said the indexing card is 12.5cm by 7.5cm in size.

CHAPTER FOUR

EXPERIENCED GAINED DURING THE INDUSTRIAL TRAINING

4.0. Actual Experienced Gained

The experience I gained during my Students' Industrial Work Experience Scheme is enormous. The experience I gained during my training is outline below:

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 Dewey Decimal 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 FIVE

SUMMARY, CONCLUSION AND RECOMMENDATION

5.1 Summary of Attachment Activities

The development of a nation i.e. economic, social and political growth is based on the level of their industrial growth. During my training I realized that education in the school is not an end itself, but a way of learning the basics of a field of study. This is because school training alone cannot teach the skills, values, experience and attitude necessary to be making it in our various fields. There is need to balance the gap between the school system and industry in raising the technical literacy of the students that their course involve practical activities.

However, with all the knowledge gathered through this training I am now well equipped with the skills, value, experience and attitude necessary to make it in my field of study. Particularly, being exposed to a work environment, the way workers are expected to dress and behave in the environment and also the punctuality of workers.

5.2 Problems encountered during the programme

Some of the problems encountered during my programme include:

1. The problem of securing attachment in an establishment that has quality equipments.
2. Incentives should be provided for the students when necessary during their training.
3. Lack of adequate staff in the establishment of my attachment.
4. The competency and level of training of the staff in my establishment is below expectation.
5. Presence of obsolete and out of date materials in the institution of my attachment.
6. Lack of maintenance of the library building and even the library materials which actually make the library and materials so dusty.

5.4 Observations

I noticed that the library is not using the Card Catalogue at all. The users just go to the shelf and pick any book they are in need of. Even the online catalogue has not been completed as at the time I was leaving the library. Also there are no enough books on some specific field like religion, Sociology and library science in the library.

I also observed that the library don't organize any orientation program for their users. The users just come, register and begin to use the library which is so very wrong, and this has lead to the users picking books from the shelf and returning the book to another shelf.

Lastly, many library users are not adhering strictly to the library rules and regulation in their usual habit of eating, chatting, and receiving phone calls in the reading hall. These ugly trend need to be checked for the goals and mission of the library to be feasible and achievable.

5.5. Recommendations

Kwara State Library board, Ilorin, Kwara State needs to improve in some ways to ensure they serve the needs of its library clientele in a community environment.

- i. Kwara State government should increase the fund allocated to Kwara State Library. And if the fund is increased, the library board must ensure that they make good use of the fund.
- ii. Provision should be made to automate the library fully
- iii. In terms of staffing, professional staff should be employed in the state library in order for some routines line classification, cataloguing, and processing of library materials to be done properly and effectively

- iv. In collection development, selection of material should cover every discipline so as to make the library more efficient in its provision of information to the Kwara State community.
- v. Obsolete library materials should be replaced with updated one.