

**TECHNICAL REPORT ON**  
**STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME**  
**(SIWES)**

**OBSERVED AT**

**KWARA STATE POLYTECHNIC LIBRARY, ILORIN**  
**(AUGUST, 2024 – NOVEMBER, 2024)**

**BY**

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**(ND/23/LIS/FT/0093)**

**SUBMITTED TO**

**THE DEPARTMENT OF LIBRARY AND INFORMATION**  
**SCIENCE**

**INSTITUTE OF INFORMATION COMMUNICATION**  
**TECHNOLOGY**

**KWARA STATE POLYTECHNIC, ILORIN**

**MARCH, 2025**

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### **REPORT OVERVIEW**

*This report provides the details of the experience I gained in various section/division in Kwara State Polytechnic Library, Ilorin. Which include cataloguing, classification, serial, automation, acquisition, reference, humanities, science and technology, and children, which has expose and give me better understanding of what I was taught doing lectures. This report show the detailed information about the establishment which include the history and location and it also give information about the history of SIWES and the objectives.*

## **CHAPTER ONE**

### **INTRODUCTION**

#### **1.1 Background**

The Students' Industrial Work Experience Scheme (SIWES) was initiated in 1973 by the Federal Government of Nigeria under the Industrial Training Fund (ITF) to bridge the gap between theory and practice among products of our tertiary Institutions. It was designed to provide practical training that will expose and prepare students of Universities, Polytechnics, and Colleges of Education for work situation they are likely to meet after graduation. Before the establishment of the scheme, there was a growing concern among the industrialists that graduates of institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus the employers were of the opinion that the theoretical education going on in higher institutions was not responsive to the needs of the employers of labour.

As a result of the increasing number of students' enrolment in higher institutions of learning, the administration of this function of funding the scheme became enormous, hence ITF withdrew from the scheme in 1978 and was taken over by the Federal Government and handed to National Universities commission (NUC), National Board for Technical Education (NBTE) and National Commission for Colleges of Education (NCCE). In 1984, the Federal Government reverted back to ITF which took over the scheme officially in 1985 with funding provided by the Federal Government. It tends to develop the technology, physical and social skill of our nation, through this, adequate and intelligent student are provide the department involved the actual challenge various discipline before they can be awarded Diploma certificates.

#### **1.2 AIMS AND OIBJECTIVES OF SIWES**

- i. The program prepares the students for the real-life situations they would face in the career world.
- ii. Provides an avenue for students to acquire industrial skills for experience during their course of study.
- iii. Exposes students to work methods and techniques that may not be available during their course of study.

- iv. Bridging the gap between theory and practice by providing a platform to apply knowledge learned in school to real work situations.
- v. Enabling an easier and smoother transition from school by equipping students with better contact for future work placement.
- vi. Introduces students to a real work atmosphere so that they know what they would most likely meet once they graduate.

## **CHAPTER TWO**

### **DESCRIPTION OF THE ESTABLISHMENT OF ATTACHMENT**

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

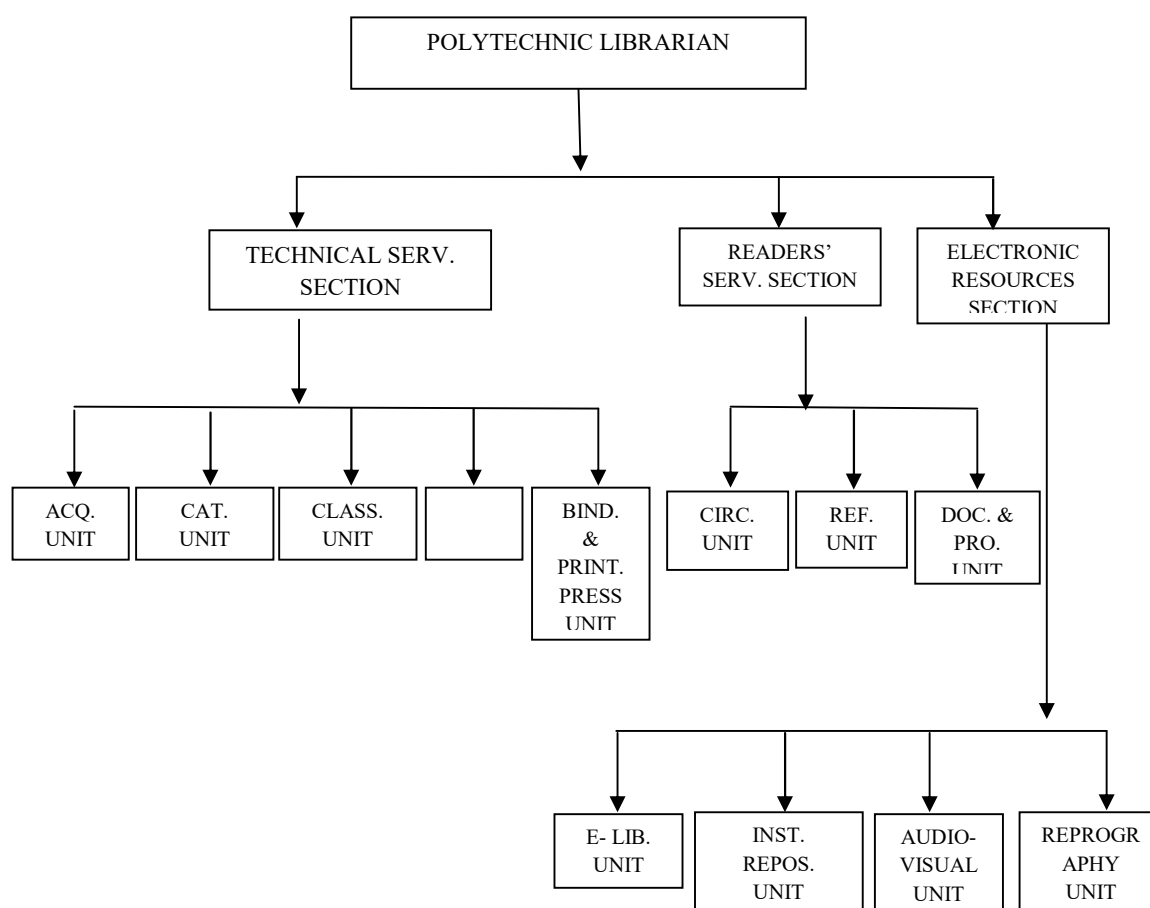
The polytechnic library, popularly known as The Kwara State Polytechnic Ultra-modern Library, started functioning since 1973, when the polytechnic was established as one of the academic units in the polytechnic environment. This library was formally called KWARATECH Library which was later changed to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

The establishment follows the principle of Library of Congress Classification Scheme in their Technical unit. The Library System is divided into seven (7) major sections namely; Polytechnic Librarian Office, Technical service section (Cataloguing, Classification, Acquisition and Bindery units), Reader Service section (Serial unit, Reference unit and Circulation units) and E-library/Automation section.

## 2.2 Structure/Organogram of the Library

### KWARA STATE POLYTECHNIC LIBRARY ORGANOGRAM



## 2.3 DIVISION /SECTION

1. Technical services
2. Readers services
3. Electronic support services

### **2.3.1 TECHNICAL SERVICES SECTION**

They carry out technical activities in the library. It is headed by a deputy university librarian as technical services librarian. The division comprises acquisition, cataloging and classification section, serial and bindery units. The primary responsibility of the division is to coordinate activities taken place in the section.

- a. **ACQUISITION SECTION:** The section is saddled with the responsibility of selection and acquisition of selected material for the university in all formats including digital items and maintaining the necessary records related to acquisitions. The collection development policy of the university is paramount in determining the relevance and quality of material to be acquired. This section requires the processing of information materials before they are made available to users. The acquisition section has various identification stamp used on different information materials. They are the donation stamp, edge stamp, security stamp, accession stamp, purchase stamp, spine stamp, and cancelled stamp.

Information materials are acquired in the library either through purchase, donation or gift.

#### **ROUTINES PERFORMED IN THE ACQUISITION SECTION.**

- Collection development i.e. procurement of books through purchase donations, gifts and endowment.
- Keeping records of books purchased.
- Verification of books on order.
- Accessioning and stamping of books purchased.
- Facilitating books purchases between library clientele and publishers for personal use.



- Preparation of list of new arrivals (books).
- Sending orders to vendors.
- Harvesting books selected by department.
- Dispatch books to cataloguing and classification section.
- Receiving gifts and donation from individuals and corporate bodies.

b. **CATALOGING AND CLASSIFICATION SECTION:** This section involves the process of creating and maintaining bibliographic and authority records of books, serials, recordings (audio and video), cartographic materials which are the properties of Kwara State Polytechnic Library. They adopted an electronic mode of catalog leveraging on online public access catalogue (OPAC). This is the engine room of any library. They provide bibliographical information of materials and materials are assigned subject, location, and class mark referred to as classification.

**CLASSIFICATION SECTION:** they simply identifies the subject of a new material (subject cataloging) after receiving them from the acquisition section and assigning the classification number to the material. It uses the library of Congress subject heading and after the subject has been determined, it direct the cataloguer to the schedule, after which the location of the material has been determined, then the cutter table will be used to cut the author's name and differentiate a material that has same subject title from one another.

**The materials used in classifying materials include,**

- Subject heading.
- Schedule.
- Cutter table.

**CATALOGING SECTION:** describes the content of a document on a 3×5 card referred to as descriptive cataloguing. Using the author's name, publishers, pagination

note area, subject, accession number and location mark are made available before classification is done for easy retrieval and use. They make use of the library of Congress schemes and the type of cataloging are as follows:

- Descriptive cataloguing
- Subject cataloging
- Cataloguing in publications
- Online cataloging.

**Descriptive cataloguing:** this can be single entry, double entry, multiple entry, cooperate bodies, edited material, etc. It is the description of an information material on the catalogue card by providing the bibliographic details of the material. The name of the author or title are mostly used as the assess point here.

**Subject cataloguing:** it focus on the subject content of the material. This content can be gotten from the book back page, introduction page, preface, or the content page, before the subject can be determined.

**Cataloging in publication:** this is when a book has already been classified and catalogued from publication. And it can be found on the verso page of the material. You only have to transfer the information on the catalogue card.

**Online cataloguing:** this is the process of transferring the information on the catalogue card to the library software (KOHA).

## **ROUTINES PERFORMED IN THE CATALOGUE AND CLASSIFICATION SECTION.**

- Catalogue library materials.
- Classify library materials.

- Manually and electronically create and maintain records of the library holdings.
  - Label library materials.
  - Move the processed library materials to their designated sections. E.g. (circulation, reference, and serial sections).
- c. **SERIAL SECTION:** This section is responsible for keeping new materials that come at regular intervals, which includes; newspapers, journals or periodicals, government annual reports, newsletters, gazette, e.t.c. the catalogue, classify, and make serial materials available to library users. They acquire both local and foreign journals. They take daily statistics of student that make use of the materials both in the morning and in the afternoon. They catalogue and classify their materials before displaying on the shelves for users to have access to them.

#### **ROUTINES OF THE SERIAL SECTION.**

- Procurement of journals, newspapers and magazines through subscription or donations.
- Processing of serial for the use of the clientele
- Arrangements of serial on the shelves
- Making serials available to users on demand.
- Keeping statistics and generate reports of users of serials.
- Displaying current serials.
- Providing current awareness services.
- Recording of daily newspaper.
- Record materials acquired by the library.
- Weeding and recording of obsolete materials from the shelf.

**D. BINDERY SECTION:** a specialized services that focused on general book binding for the library, cutting of the catalogue cards, lamination of papers and documents like certificates and identity cards for the individuals within the polytechnic and beyond.

#### **ROUTINES OF THE BINDERY SECTION.**

- General book binding for the library, other departments and offices of the university, institute and individuals of the university community and outside.
- Cutting of the catalogue cards for the library and it's clientele use.
- Training of students of library and information science on industrial training (IT) under the SIWES programme to update their practical knowledge in the area of book binding and preservation.
- Lamination of papers and documents like certificate and identify cards for the individuals within the university communities and beyond.
- Mend torn library books and journals.

### **2.3.2 READERS SERVICE SECTION**

This section establishes direct contact with the library users. It takes custody of materials that have been processed in the technical service section and makes them available to users in an organized and controlled system. The section coordinates the activities of the sections under it. The sections include circulation section, document section, reference section, and thesis and dissertations section.

1. **CIRCULATION SECTION:** this is one of the public relations sections of the library. The head of the section is usually circulation librarian. It processes the registration of new library users, charge and discharging of books out to users. Circulation staff also prepares library bills for damaged, long overdue, or lost

materials. They are often responsible for shelving new and returned materials as they frequently provide lost and found services.

### **ROUTINES OF THE CIRCULATION SECTION.**

- Register new library users.
- Charge books out to users.
- Discharge returned books.
- Keeps statistics and generate reports of library users and library materials consulted.
- Display and shelf new books.
- Reshelf used books.
- Consult shelve reading.
- Maintain books on the open shelves.
- Maintain books on reserved and other closed access shelves and keep statistics of usage.
- Shelving of new materials.
- Allocation of carrels to users.
- Handling reserve materials.
- Answering users queries.

2. **REFERENCE SECTION:** this is headed by a reference librarian. The materials are meant for consultation only and are therefore not to be borrowed or taken out of the library. This is also public relations section of the library. Books are freely available on the shelves for consultation and books consulted are to be left on the table for statistical purposes. They are also responsible for reference and referral services. They perform interlibrary loan and lending on behalf of the library. The houses reference

materials such as encyclopedia, Dictionaries, biographies, gazette, gazetteers, maps, handbooks, index, almanac, abstract, atlas, etc.

### **ROUTINES**

- Provides answers to reference queries.
- Maintain reference collections on closed shelves.
- Provides answers to directional and non-directional queries.
- Processes inter library requests.
- Teaches clientele how to use special reference materials.
- Maintains statistical and generates reports of reference materials consulted.
- Shelving and shelf reading of reference materials.
- Carrying out interlibrary loan on behalf of the library.

### **2.3.3 ELECTRONIC SUPPORT SERVICE DIVISION.**

They ensure that all manually handled library services are carried out electronically. It oversees three units namely; automation section, electronic library, and digital library section.

1. **AUTOMATION SECTION:** it ensures that all activities that are handled manually should be done on the computer system. This is done to enhance easy retrieval of information and organization of the information materials.

#### **ROUTINE OF THE AUTOMATION SECTION.**

- they ensures that bibliographic details of all library materials and information about the patrons of the library are carefully uploaded unto the library server by the circulation and technical section of the library.
- They handle all technical challenges that may crop up while inputting bibliographic details of the library into the server.

- Attend to challenges resulting from system upgrading and also maintains server operation.
- They also ensure that the internet connectivity of the library are in order.
- It also serve as the manual way of keeping the library data.

2. **DIGITAL LIBRARY SECTION:** this section enables users to have access to the institutional repository of the library. It is responsible for the retrospective conversion of library materials to digital format. The make use of the digital machine, computer, ups, etc

#### **ROUTINES OF THE DIGITAL LIBRARY SECTION.**

- This section is responsible for creating, developing and maintaining the institutional repository system, which contains the intellectual properties of the university.
- It is an open access system, which staff and student can access for research, teaching and learning.
- Digitization of both thesis and dissertations
- Uploading of publication of each department on the institutional repository.

3. **ELECTRONIC LIBRARY:** this section directly assists students and staff to use the computer facilities to access the internet, provide wireless internet services and provides access to the subscribed and free databases of the library for their research.

#### **ROUTINES OF THE ELECTRONIC LIBRARY.**

- This section develops and implements library programmes for students and staff on the search for qualitative academic e-journal and e-books from the e-library.
- Online dissemination of current resources acquired.
- Retrospective conversion.
- Provision of selective dissemination of information.

- Maintenance and repairs of electronic gadgets.
- Provides on hand training for students on SIWES program.



## **CHAPTER THREE**

### **DESCRIPTIONS OF THE ACTIVITIES DONE**

#### **3.1 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.

#### **3.2 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.

### **3.3 Acquisition Unit**

Acquisition unit also known as collection Development Unit is 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.

### **3.4 Research Unit**

Research Unit is a part of the Readers' Section. The Unit houses the projects of students submitted to the library. The Unit has registers for each department and the registers are classified according to the programme – ND/HND – projects are submitted for. Once the

projects were received, they will be stamped and recorded into the appropriate register. The register contains the following information:

1. Serial number
2. Title of the project
3. Name of student(s)
4. Matriculation number(s)
5. Year the project is submitted

### **3.5 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.

### **3.6 Cataloguing and Classification Unit**

Cataloguing and Classification Unit is another part of the Technical Section that are 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.

### **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 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.

## **CHAPTER FOUR**

### **EXPERIENCED GAINED DURING THE INDUSTRIAL TRAINING**

#### **4.1 Actual Experienced Gained**

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

1. I can shelve read materials.
2. I understand the meaning of weeding.
3. I can attend to library users to their utmost satisfaction.
4. I know the criteria for selecting new books or materials.
5. I know how to use the accession register.
6. I have the ability to classify and catalogue materials (Books) in a much more improved fashion.
7. I learnt more about the Library of Congress Classification Scheme.
8. The catalogue card is 3" by 5" or 12.5cm by 7.5cm.
9. Cataloguing tool use in the establishment to catalogue is AACR2.
10. I learnt how to make a book jacket and where to place it in a new material.
11. Through the behavioral patterns of the workers I also learnt how to behave in a work environment.
12. I also learnt how to make a book cover and how to bind a book.

## **CHAPTER FIVE**

### **CONCLUSION AND RECOMMENDATIONS**

#### **5.1 Conclusion**

This 16-week 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. Management of Kwara State Polytechnic should adequately fund the library in order to reduce the financial burden limiting the library from serving its users efficiently and effectively.
2. Management of Kwara State Polytechnic Library should consider exploiting other means of funding through consultation, fund raising and other services.
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. Staff of Kwara State Polytechnic Library should always develop their skill-sets in order to be providing 21<sup>st</sup> century library services to users.



5. The 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.