



**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORK EXPERIENCE
SCHEME {S.I.W.E.S}**

HELD AT:

Kwara STATE POLYTECHNIC LIBRARY

BY

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KWARA STATE POLYTECHNIC, ILORIN

FROM

SEPTEMBER TO DECEMBER, 2024

CERTIFICATION

This is to certify that **OLUSEGUN JOY KEHINDE** matriculation number **ND/23/LIS/PT/0054** undergoes his industrial training at **KWARA STATE POLYTECHNIC LIBRARY** In partial fulfillment of the award of National Diploma (ND) in Public administration, Kwara State Polytechnic, Ilorin, undersigned by the following people:

.....
MOHAMMED RAFIU BAKO
Siwes Supervisor

.....
DATE

.....
MR ISIAKA
Head of Department

.....
DATE

ACKNOWLEDGEMENTS

I am deeply grateful to God for the successful completion of my Student Industrial Work Experience Scheme (SIWES). My appreciation goes to my school's SIWES coordinator and my academic supervisor for their guidance and encouragement.

I would also like to extend my sincere gratitude to the management and staff of Kwara State Polytechnic Library, Ilorin, for their mentorship and for providing a conducive learning environment. Special thanks to my supervisor at the library, MOHAMMED RAFIU BAKO, for the knowledge and experience shared during my training.

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CHAPTER 1

Introduction

Background of the Study:

The Student Industrial Work Experience Scheme (SIWES) is a program designed to bridge the gap between theoretical knowledge acquired in the classroom and practical experience in the industry. It provides students with the opportunity to apply their knowledge in a real-world setting, develop skills, and gain exposure to professional environments.

Objectives of the Siwes:

The key objectives of SIWES include:

- Providing students with practical exposure to real work environments.
- Enabling students to apply classroom knowledge in practical situations.
- Developing students' technical, managerial, and problem-solving skills.
- Enhancing students' employability by equipping them with industry-relevant skills.
- Familiarizing students with workplace ethics and organizational structures.

Brief History of Kwara State Polytechnic Library

Kwara State Polytechnic Library is the central academic resource hub of Kwara State Polytechnic, located in Ilorin, Kwara State, Nigeria. The library was established alongside the polytechnic in 1973 to support teaching, learning, and research by providing access to books, journals, and other academic materials.

CHAPTER 2

ORGANIZATIONAL STRUCTURE AND OPERATIONS

History and Overview of Kwara State Polytechnic Library

Kwara State Polytechnic Library is the central academic resource hub of Kwara State Polytechnic, located in Ilorin, Kwara State, Nigeria. The library was established alongside the polytechnic in 1973 to support teaching, learning, and research by providing access to books, journals, and other academic materials.

Over the years, the library has evolved to meet the needs of modern readers by incorporating digital resources, research materials, and ICT services. Despite some challenges, the library remains a vital learning resource in Kwara State.

VISION AND MISSION OF THE LIBRARY

Vision Statement

To be a leading public library that fosters knowledge, research, and lifelong learning through accessible and diverse resources.

Mission Statement

- To provide free and equitable access to books, journals, and digital materials.
- To support students, researchers, and the general public with relevant learning materials.
- To promote a reading culture through various literacy programs.
- To facilitate research and educational development in Kwara State.

ORGANIZATIONAL STRUCTURE OF KWARA STATE POLYTECHNIC LIBRARY

The Kwara State polytechnic Library Board manages the daily operations of the library. The organizational structure consists of the following units:

- Administrative Unit
- Cataloging and Classification Unit
- Circulation Unit
- Reference Services Unit
- ICT and Digital Resources Unit

SERVICES OFFERED

The library provides essential services to students, researchers, and the general public. These services include:

- Book Lending and Borrowing Services.
- Reference and Research Assistance.
- Digital Library and Internet Access.
- Reading Rooms and Study Areas.
- Printing and Photocopying Services.

CHAPTER 3

INDUSTRIAL TRAINING EXPERIENCE

DUTIES AND RESPONSIBILITIES

During my industrial training at Kwara State Library, I was assigned the following tasks:

1. Cataloging and Shelving – Arranging books based on the Dewey Decimal Classification (DDC) system.
2. Assisting Library Users – Helping users locate books and materials.
3. Circulation Desk Operations – Handling book lending, borrowing, and returns.
4. Data Entry and Digital Archiving – Updating the library database and maintaining records.
5. Newspaper and Magazine Management – Organizing periodicals and ensuring accessibility.
6. Library Maintenance – Ensuring books and reading spaces were well organized.

METHODOLOGY

The training followed a structured approach that included:

- Observation – Learning by watching experienced librarians handle tasks.
- Hands-on Practice – Actively participating in book cataloging, shelving, and data entry.
- Supervised Training – Working under the guidance of library staff.
- Independent Work – Handling assigned tasks with minimal supervision.

CHALLENGES, SKILLS ACQUIRED

CHALLENGES

Some challenges encountered during my training include:

- Limited digital resources – The library lacks modern e-books and online research databases.
- Inadequate power supply – Frequent power outages affected ICT operations.
- Insufficient staffing – Some sections were understaffed, making service delivery slow.
- Limited workspace – The reading areas were sometimes overcrowded, especially during peak hours

SKILLS ACQUIRED

During my training, I developed the following skills:

- Library cataloging and classification using the DDC system.
- Customer service skills while assisting users.
- Data entry and record-keeping for book management.
- Time management and teamwork.
- Basic ICT and digital archiving skills.

CHAPTER 4

CONCLUSION AND RECOMMENDATIONS

Conclusion

My SIWES experience at Kwara State Polytechnic Library provided me with valuable practical skills in library operations, cataloging, research support, and ICT applications. Despite some challenges, the training enhanced my knowledge, technical abilities, and workplace ethics.

I am grateful for the opportunity to learn from the dedicated staff of the Kwara State Polytechnic Library and believe the skills acquired will be beneficial in my academic and professional journey.

Recommendations

To improve library services, I recommend the following:

- Increase digital resources by acquiring more e-books and online databases.
- Expand the library space to accommodate more readers.
- Recruit additional staff to improve service delivery.
- Conduct regular training for staff and interns to enhance efficiency.