



A TECHNICAL REPORT ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME

UNDERTAKEN AT

ERIC MOORE JUNIOR HIGH SCHOOL LIBRARY SURULERE LAGOS STATE

BY

JIMOH QUADREE OLAMILEKAN

ND/23/LIS/FT/0099

SUBMITTED TO:

**THE DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE KWARA STATE
POLYTECHNIC ILORIN**

AUGUST.NOVEMBER 2024

DEDICATION

I dedicate this work to Almighty Allah who has made it easier for me.

TABLE OF CONTENTS

Title Page.....i

Certification.....ii

Table of Contents.....iii.

CHAPTER ONE

1.1 Introduction

1.2 History of siwes

1.3 Aims of siwes Orientation

1.4 Objectives And Goals of siwes

1.5 Importance of siwes

CHAPTER TWO

2.1 Background Information

2.2 History Of the Organization Ikkish]

2.3 HIGHLIGHTS OF BUSINESS BEING LUNDERTAKE IN ORGANIZATION

2.4Organizational Chart

CHAPTER THREE

3.1 Technical Training Experience

CHAPTER FOUR

4.1 Recommendation And Conclusion

4.2 Reference

CHAPTER ONE

INTRODUCTION

1.1 BRIEF HISTORY OF KWARA STATE POLYTECHNIC

The Kwara State Polytechnic, Ilorin was established by His Excellency, then military Governor of Kwara State, Col. David Bamigboye. The decision to establish the Polytechnic was announced during the launching of the four year Development Plan in 1971. The College eventually came into existence following promulgation of Kwara State Edict no. 4 of 1972 (now overtaken by the edict no. 21 of 1984 edict No. 13 of 1987 and edict no. 7 of 1994) as a body empowered by Statute "to provide for studies, training research and development of techniques in arts and language, applied science engineering, management and commerce, education and well as in other sphere of learning. The Kwara state polytechnic formally commenced operation in January 1973 with an administrative machinery patterned closely after the existing Universities in the country. The Polytechnic has as its Motto: TECHNOLOGY INNOVATION AND SERVICE

At its inception in 1973, the Polytechnic had 110 Students, 11 members of academic Staff and 3 senior administrative staff.

1.2. AIMS OF SIWES ORIENTATION

- To give vital bit with a view to assisting Students going for siwes to understand and adjust to the new environment.
- To expose Students to the Practical aspects of what they are being taught in school and prepare them for further work related experience.
- To discuss extensively on Student primary aim of going for siwes and its challenges.
- To provide information about student potential attitudes, directions of interest and motivation about education opportunities to meet.
- To enable potential siwes students know what is expected of them during and even after the siwes exercise.

1.3 OBJECTIVES AND GOALS OF SIWES

Specifically, the Objective of the student Industrial Work Experience scheme (SIWES) are to :

- Provide an avenue for students in institution of higher

learning to acquire industrial Skills and experience in their Course of study, which is restricted to Engineering and Technology Including Environmental studies and other courses that may be approved. Courses like NCE (Technical), NCE Agricultural, NCE (Business), NCE (fine and applied arts) and NCE (home Economics) in colleges of education are also included.

- Prepare Students for the industrial Work experience they are to undergo after graduation
- Expose students to work methods and handling equipment and machinery that may not be available in the Institutions.
- Make their transition from school to the world of work easier and enhance, students contact for later job placement.
- Provide students with an opportunity to apply their knowledge in real work situation. There by bridging the gap between theory and practical.

1.4 IMPORTANCE OF SIWES

- It Provides student with an opportunity.
- To apply their theoretical knowledge in real life Situation.
- it exposes student to more Practical work methods and technicalities.
- it strengthens links between the employers, Students and Industrial Training Fund.
- It also prepares the students for the labor after graduation.

CHAPTER TWO

BACKGROUND INFORMATION

2.1 HISTORY OF ERIC MOORE JUNIOR HIGH SCHOOL LIBRARY

The School was founded on the 6th January, 2003. The first principal of the School was Mrs. C.B Musa. I am the second principal of the School. The School has produced very brilliant Students to date. The School population presently is 761 made up of 429 boys and 332 girls.

2.2 HIGHLIGHTS OF BUSINESS BEING UNDERTAKEN IN ORGANIZATION

ACQUISITION SECTION

Acquisition can be defined as the process of acquiring library material into the library. According to **Mr. Shaba**.

Acquisition remains as an agent between library and the users in the State, they formulate policy that will guide the appropriate selection of material so as to know the Information needs of the people, they also process the material before sending it to the Cataloguing department.

Problems of acquiring material

- the material or publications to acquire are so numerous
- funds are always limited
- the number of languages to be comprehended at large is a great variety of documents ranging from book to video tapes
- lack of bibliography control as a result of the job of book selection becomes extremely difficult.

Criteria for mechanization of acquiring material

- Authority of the book
- up to date
- formal
- style and author graphical hypothesis graphics
- scope

Processing for newly arrived material in the library

- after verification

- collation
- stamping
- accession number

Major stamp in Acquisition

- ownership stamp
- accession stamp and reference stamp
- legal deposit
- Donation stamp.

CHILDREN SECTION

The children library contains of pictures, books, storybook, children puzzles and others .

Importance of children

- The person must be intellectual develop
- language
- Education
- social

Material in the children section

- toy
- puzzle
- storybooks
- pictures

CLASSIFICATION SECTION

Classification is a process of grouping know. ledge Into different subject matter.

Classification is also a discipline of arranging material in the shelf by Subject Matters.

Classification scheme are various in nature and the major classification scheme Widely adopted is LC [library of Congress Classification scheme] and DDC [Dewey decimal classification scheme) The Kwara State adopt the DDC classification scheme In grouping their material on the shelf.

Division of AAC

.000.GENERAL WORKS

.100.PHILOSOPHY AND RELATED DISCIPLINE

.200.RELIGION

.300.SOCIAL SCIENCE

400.LANGUAGE

.500.PURE SCIENCE

.600.TACHNOLOGY

.700.ART AND RECREATION

.800.LITERATURE

.900.HISTORY AND GEOGRAPHY

CATALOGING SECTION

Cataloguing is a process by which the bibliographic details of available materials in the library are entered into the catalogue cards.

Cataloguing remains as indispensable in library. Cataloguing remains the same purpose as index. Catalogue will tell you where you we get particular information in the library.In Eric Moore Junior High School Library any newly arrival materials must be pass to cataloguing section so that the bibliographic details of the material will be inputed in the catalogue card.

The main three entry are:

1. Authorship
2. Title entry
3. Subject entry

Author can serve as the main entry as the same time the title can serve as the main entry. In a situation where by we have three authors, the first author will remains as the main entry. But if

we have more than three authors the prominent author will be the main author and the remaining authors will be {et al...}

I learned that Eric Moore Junior High School Library have some element

- heading
- statement
- imprint
- note
- Statement
- collation

SCIENCE AND TECHNOLOGY

The readers service department serves as the interface between the library and it's user

The routine in reader service department in the library

- user education:.. is the practice of educating user about social engineering attack
- user enquiry:.. provide reference service for students faculty and staff.
 - self limiting Question
 - research Question
- shelve reading:.. is the arrangement of a books according to there spine in the shelve
 - shelve tiding
 - shelve keeping
- keeping record of statistics:.. involves Organization and storing data for statistical research or reporting purposes.

REFERENCE SECTION

Reference department of Eric Moore Junior High School Library is there majorly to serve users with system(laptop) because this is the only section where systems are allowed in the library and there are a lot of materials which users can consult to extract their information from and also bridge their information gap. The reference unit of the library houses materials that cut across every area of knowledge. The reference librarian does most of the work in the reference unit because of the curiosity exhibited by users of the library and could only be attended to by the

reference librarian. The librarian in the unit commits to memory some facts he discovered as relevant to user and know where tools that are of use are kept so as to facilitate easy retrieval. Materials housed in this section are encyclopedia, yearbook, dictionary, directory, bibliography and many others. However,, it is very important to note that question expected in the unit are arranged from all human endeavours and the library serves the general public. The question to be answered in the unit has to be factual enough to enable the librarian satisfy the curiosity of users on a given subject. The services in the library can not be restricted to only the tools but also to diverse strategies such as telephone, email, etc.

SERIAL SECTION

Serial is defined as any publication issued in successive parts which are intended to be continued indefinitely. Serial section contain such information materials; such as Journals, Bulletins, Magazines, Newspaper, Newsletter, Accessions, Report, Memos Proceedings and Transaction of societies and other periodicals like abstracts and indexes. Serial materials are not allowed to be taken out of the library but meant to be consulted within the library. However a user may be given permission to photocopy some relevant Information needed. All kinds of serial journals are considered to be the most serious and so the academic and research library's primary concern in subscriptions. Professional bodies published journal contains the most current and vital information on the various disciplines. The serials librarian must keep track of all serials developments and this is why it is generally believed that serials are not only very expensive to collate but also very difficult to manage. Every materials in serial is been shelved and arranged according to it department.

FUNCTIONS OF THE SERIAL UNIT

- Stamping of Newspaper
- Recording of Newspaper
- Journals Display
- Newspaper Display

HUMANITY SECTION

Humanities are academic disciplines that study aspects of human society and culture, including certain fundamental questions asked by humans.

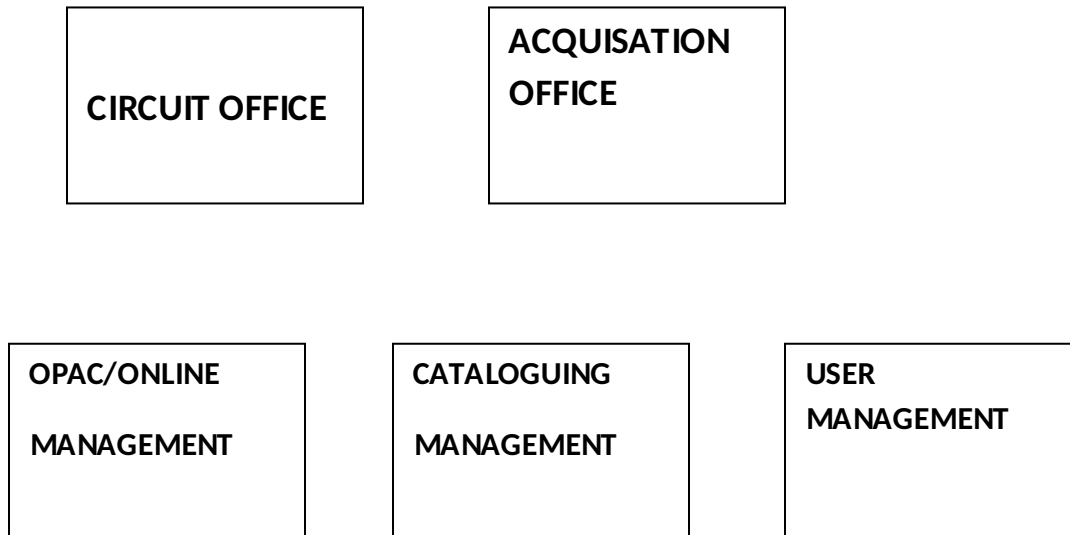
methods used in the humanities include.

- hermeneutics
- source criticism
- esthetic interpretation
- speculative reason.

The 4 parts of humanities include.

- fine arts
- performing arts
- literature
- philosophy,
- religion
- history

THE ORGANIZATION CHART



CHAPTER THREE

MY TRAINING EXPERIENCE

The knowledge and benefits (SIWES) has given me over the sixteen week of extensive training cannot be over – emphasized due to experience and practical skills that I have acquired in the field of Librarianship in The Eric Moore Junior High School Library Lagos State. The Library works carried out are as follows:

ACTIVITIES CARRIED OUT AT THE ACQUISITION SECTION

Here in the unit, I was taught on how to acquire information material.

Also taught on five ways of acquiring material in the library which are purchase Donation, legal deposit, subscription exchange.

And more again on means of acquiring information material and they include, printing slip, name of author, year of publisher, title of the book and publisher exchange.

Second week

I was taught on collection development policy,

collection development policy is referred to as the rules and regulation guiding library in getting the necessary information material.

Also taught that subscription can also be a source or way of acquiring information material

And I recorded the details of books that was purchase by library.

ACTIVITIES CARRIED OUT AT THE CHILDREN SECTION

Here in the unit also, I was introduced to the children section of library and I learnt about the material in the section

So more on the children library material contains of purchase books story books, children puzzle and the age range of children the such material are meant for

I helped children locate their desired information material that how I know how to make use of the catalogue cabinet.

Second week

I helped in mobilizing children during summer experience class and I shelve read to locate missing shelved material

I reshelfed information material which has been consulted and left on the table back to their appropriate place on the shelf, and so more .

ACTIVITIES CARRIED OUT AT THE CLASSIFICATION SECTION

I was introduced to classification section and took statistics of all classified before they are been taken to the next section.

I was taught volume of DDC which is in four volume

Volume 1.> Table

Volume 2.> schedule 1.000.500

Volume 3.> schedule 2.600.900

Volume 4.> index.

Classification of various books using subject heading, dictionary index and DDC schedule

SECOND WEEK

Practical on classification of books

=> classify thr following tittle

=> contemporary marketing .> 958.8

=> history of Nigeria .> 966.9

And lastly I classified a book tittle : English language, subject; tittle, class number

ACTIVITIES CARRIED OUT AT THE CATALOGING SECTION

practical on how to catalogue material using different entries e.g author, tittle, subject.

I was explained how to create document or material can be located through the author, subject or tittle.

Second week

I practiced computerized catalogue card were I cataloged a material of my choice on desktop.

I learned that the information needed to produce catalogue only for a document may be obtained from the internet source withing the document.

ACTIVITIES CARRIED OUT AT THE SCIENCE AND TECHNOLOGY SECTION

here in the unit, I practiced shelf reading and shief tiding and also did the arrangement of the

library display.

I monitored the library user card and the library reader service routine that usually take place on a daily basis or periodically.

Second week

Identification of various activities in which the section undergoes which involved charging and discharging of books.

I took the statistics of the library users for every two hours interval e.g 8.16

ACTIVITIES CARRIED OUT AT THE REFERENCE SECTION

An introduction to the section, what is reference. I learnt about the reference section and how it is different from the other reader service section.

I did shelf reading and also offered direction to some users at the reference section

Second week

I took verification of library user card to confirm the expiring date and validity

I learned the number and letter written on the spine of the book is the first three letters of the author surname.

ACTIVITIES CARRIED OUT AT THE SERIAL SECTION

The section is all about the activities and the types of services they render.

Serial section do not only take daily user statistics, but also take statistics of all material everyday after acquiring. Examples Taking of statistics of different types of Newspaper

Second week

I stamped all the news by acquiring newspapers for the day and I took the statistics of the newspapers

Newspaper Display on the table for readers and users

Shelf reading and shelf tidying.

ACTIVITIES CARRIED OUT AT THE HUMANITY SECTION

I did rearrangement of material on the shelf that have been wrongly arranged

I was taken to the catalogue box and shown the catalogue card that represents the material that are correctly available in the humanity section.

Second week

I did shelf tiding and shelf reading of library material in the humanity section

CHAPTER FOUR

CONCLUSION AND RECOMMENDATION

CONCLUSIONS

The success of the Scheme is dependent on the co.ordinate efforts by the Federal Government, the Ministry of Industry, Trade and Investment, Ministry of Education, the Industrial Training Fund, Higher Institutions of Learning, Employers of Labour and Students in their involvement in the administration and management of the Scheme and forwarded to the nearest ITF Area Office.

It is pertinent to mention that the Scheme is aimed at promoting the much.desired technological know.how for the advancement of the Nation. This laudable Scheme amongst others will surely develop the much needed highly.skilled labour force required to build an indigenous self.reliant economy envisaged for Nigeria.

RECOMMENDATIONS

Eric Moore Junior High School Library needs to improve in some ways to ensure they serve the needs of its library clientele in a community environment.

- i. Lagos State government should increase the fund allocated to Eric Moore Junior High School 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 Lagos state community.