

TECHNICAL REPORT ON
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)

OBSERVED AT
KWARA STATE POLYTECHNIC LIBRARY
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REPORT OVERVIEW

The Student Industrial Work Experience Scheme (SIWES) is a program that is meant to train student to gather practical experience in their various departments. Students are to be exposed to their place of work (attachment) during the training period. This report contains the experience gathered during the 16 weeks training program which was held at Kwara State Polytechnic, Ilorin library. It also entails information pertaining to where I carried out my SIWES i.e description of the establishment/institution of my attachment. Some of this information in this report includes the location and brief history of the establishment, the objectives of the establishment of my attachment, the organisational structure/hierarchy of the establishment and the various departments/sections in the establishment and their functions. Finally, the report contains some challenges I encountered or took notice of during the period of my attachment and some recommendations that could help improve the Scheme in the future.

CHAPTER ONE

INTRODUCTION

1.1 Background

The student work experience scheme (SIWES) is a worldwide program practiced in countries like Japan, Australia, USA, Europe, and in African countries too. It is popularly known as co-operative education and referred to as sandwich in Europe. It is a four (4) months students' industrial work experience scheme (SIWES) in polytechnic which is taken in the second year of the diploma program, which students go to various establishments related to their course of study.

The program was initially introduced in Nigeria by the industrial training fund (I.T.F.) which was established under decree 47 of 1972 by the supreme military council, headed by General Yakubu Gowon. The decree was billed to take effect from 31st march 1974 and had as its core objective, the gradual reduction of the percentage of foreign participation in most of Nigeria's economic activities, accompanied by a systematic cooperation of locally oriented skilled manpower into the vast economic sector.

One of the key functions of the ITF is to work as cooperative body with industry and commerce where students in institutions of higher learning can undertake mid- career work experience attachment in industries which are compatible with student's area of study. The Students Industrial Work Experience Scheme (SIWES) is a skill Training program designed to expose and prepare students for the industrial work situation which they are likely to meet after graduation. Participation in SIWES has become a necessary pre-condition for the award of diploma and degree certificate in specific disciplines in most institution of higher learning in the country in accordance with education policy of government.

This program (SIWES) is a four credit unit course in some Polytechnic and other tertiary institutions 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

- ❖ Provide an avenue for students in institutions of higher learning to acquire industrial skill and experience in their approved course of study and also by interacting with people with more experience in the field under consideration.
- ❖ Prepare students for the industrial work situation which they are likely to meet after graduation.
- ❖ Expose students to work methods and techniques in handling equipment and machinery that are mostly not available in their various institutions.
- ❖ Provide student with opportunity to apply their knowledge in real world situation thereby reducing the gap between theoretical knowledge and practical work.

CHAPTER TWO

DESCRIPTION OF KWARA STATE POLYTECHNIC LIBRARY

Kwara State Polytechnic library, Kwara State is an academic library which was established to support learning, teaching and research in the polytechnic. This establishment follows the principle of Library of Congress Classification Scheme in their Technical unit. The Library System is divided into four (4) major sections namely; Polytechnic Librarian Office, Reader Service Section (Circulation Unit, Serial Unit and Reference Unit), Technical service Section (Cataloguing Unit, Classification Unit, Acquisition Unit and Bindery Unit) and E-library Section.

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.

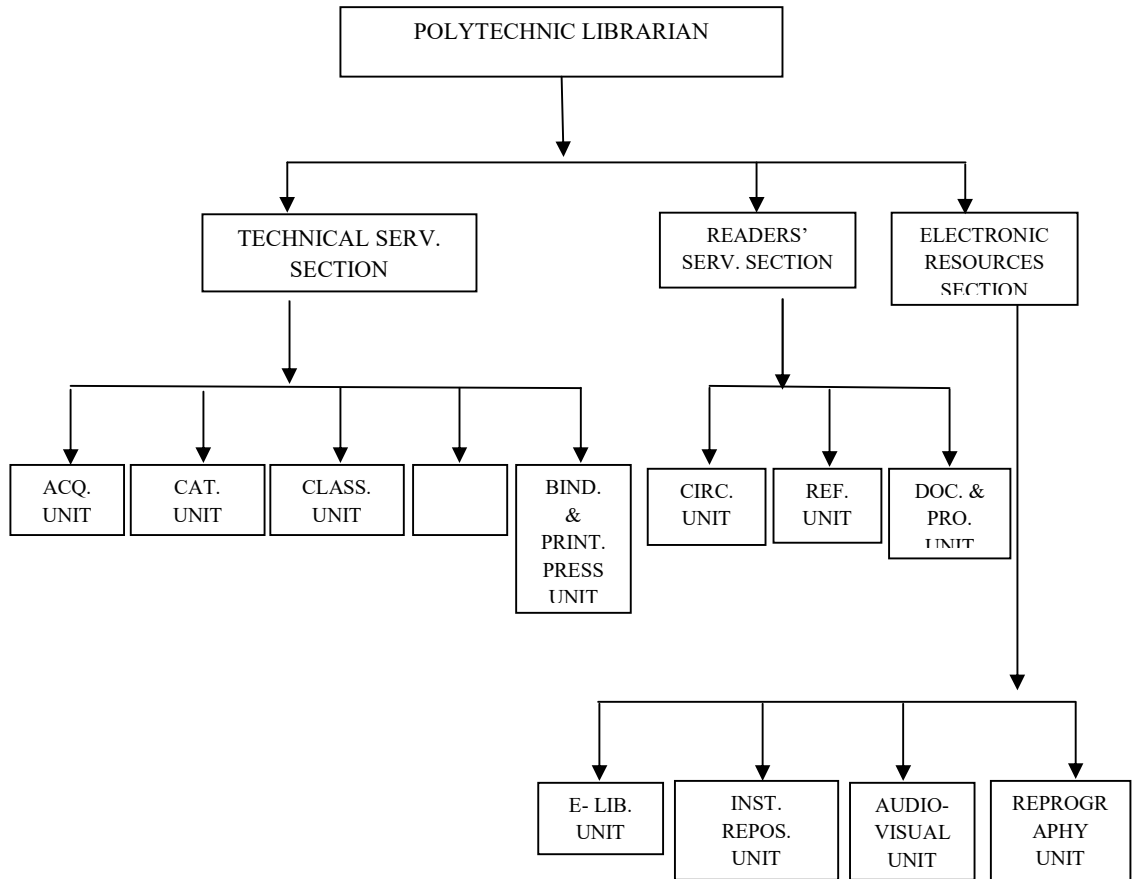
The library experienced a considerable growth since its establishment. There are development in area such as the size of the library building itself, the material collection, equipment, staffing and other changes which can only be measured by how relevant the library has continued to be despite the rapid 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 staff 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.

KWARA STATE POLYTECHNIC LIBRARY

ORGANOGRAM



Breakdown of Sections in Kwara State Polytechnic Library

Technical Services Section

- i. **Acquisition Unit**
- ii. **Cataloguing Unit**
- iii. **Classification Unit**
- iv. **Serials Unit**
- v. **Bindery and Printing Press Unit**

Readers' Services Section

- i. **Circulation Unit**
- ii. **Reference Unit**
- iii. **Document and Project Unit**

Electronic Resources Sections

- i. **E-Library Unit**
- ii. **Institutional Repository Unit**
- iii. **Audio-Visual Unit**
- iv. **Reprographics Unit**

2.2 Organizational Structure and Name of Staff in each Department

Polytechnic Librarian	-	Dr. S. A. Olarongbe (BLS, M.Sc & PhD)
Head of Technical Service	-	Mr. Oluwadare Bamigboye (BLS, Zaria)
Head of Reader Service	-	Mr. Adeyi Abdulumumeen (Dip, Lib. Sc.; BSC.(Edu), Ado-ekiti)
Head E-library	-	Mr. Yusuf

2.2.1 Name of Library Officers/Non-Academic Staff

2.2.1.1 Technical Section

Acquisition Unit	-	Mr. Olaitan
Head of Cataloguing Unit	-	Mrs. Raji M. Folashade
Head of Classification Section	-	Mrs. Aishatu Sulaiman-Ibrahim (NCE, Kano; BLIS, Zaria)
Bindery Unit	-	Kawu Saadu

2.2.1.2 Reader Service Section

Head Circulation Unit	-	Mr. Adeyi Abdulumumeen
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2.2.1.3 Serial Service Section

i. Head Serials	-	Mrs. Agboola
ii. Reference Unit	-	Mr. Sulieman Idris
iii. Head Research, Bibliographic Unit	-	Vacant

2.2.1.4 E-Library/A-V. Services Section

- i. Head E-library - Mr. Yusuf
- ii. Head Electronic Services - Mr. Alakoso, Idowu
- iii. Head Audio-Visual Unit - Vacant

2.2.1.5 Administration/ Secretariat

- i. Administrative Officer - Adisa Fatai Adebayo
- ii. Secretary to Polytechnic Librarian - Cecilia Yemi Ayodele (C. Sec iv, NCE, B.Sc.
(Sec/Office Mgt; Ado-Ekiti)

CHAPTER THREE

DESCRIPTIONS OF THE ACTIVITIES DONE

3.1 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.

3.2 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.

3.3 Documents and Archives Unit

Document and Archives Unit houses information materials that contains enduring values and deserved to be kept for a long period of time. The materials in this Unit include government documents and records associated with the development and administration of the Polytechnic, Kwara State and Nigeria at large.

Before records are transferred to this Unit, we evaluate such records or documents using the following criteria to determine their archival values:

1. Legal values
2. Historical values
3. Reference values
4. Research values
5. Academic values
6. Evidential values
7. Fiscal values
8. Financial values
9. Administrative values.

3.4 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.

3.5 Acquisition Unit

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.

3.6 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/E-library Unit

The Automation/E-library 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 doesn'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 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 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.

CHAPTER FOUR

EQUIPMENTS USED AND DETAILS OF THEIR USAGE

4.1 COMPUTERS: computers are used for easy accessing of information and are used to enter the information on the card catalogue to the library software. Computers can be used in a Library to keep records of books and number of books that are available in the book stock. It is used to access the databases of the library.



4.2 CARD CATALOGUE: this is the card used when cataloguing a book and it is used in the cataloguing section by writing the descriptive details of a material in an orderly manner for easy access. After being used to catalogue the material, they are kept in a drawer for record use.

RANDALL, Sarriah Alikubba	RC200
Sexual Transmitted Disease and contraception/by Sarriah Alikubba.	RAN
– 2 nd ed. – United Kingdom: Petroc publisher, 1998.	
viii, 105p. :ill. Diagram, Map	
ISBN 19-006-003160	
1. Sexual transmitted diseases	
i. title	
41582	



4.3 LIBRARY SHELF'S: This allows the material to be arranged properly in order for easy access by the users and the library staffs.

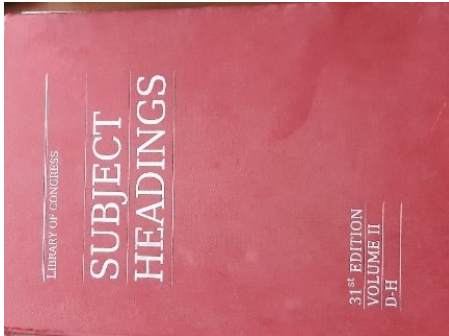


4.4 BOOK END: it used between books to ensure they are well arranged by putting one at the beginning and other at the end of the book on the shelf.



4.5 STAMPS: they are used on the information materials that are aquired in the library. It comprises of different stamp such as the date stamp, Security stamp, Edge stamp, identification stamp, Gift stamp, accession stamp and Ownership stamp, stamped on the information material. Accession stamp is for inserting the accession number, Edge stamp display library name and it is stamped on the edge of book, Ownership is to display the means of acquiring the material and Gift stamp is used when the material are donated to the library so the name of the donor can be written on it.

4.6 LIBRARY OF CONGRESS SUBJECT HEADING AND SCHEDULE: it list knowledge in an alphabetical order a-z. It is a comprehensive list of all the terms used by the library of congress to describe materials in their collections. It is used at cataloguing and classification section of the library to determine the subject and classify the library materials.



4.7 CUTTER TABLE: it is used to determine the author name after a book has been catalogued and classified.

CHAPTER FIVE

CONCLUSION AND RECOMMENDATIONS

5.1 Conclusion

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