

SIWES PRESENTATION

BY

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(ND/23/LIS/PT/0046)**

HELD AT

KWARA STATE LIBRARY COMPLEX ILORIN

August 2024 to November 2024

OUTLINES OF SIWES REPORT

- Technical Service Section
- Reader Service Section
- Equipment and Tools Used
- Library Advocacy

Technical Service Section

EXPERIENCE GAINED AT ACQUISITION SECTION

- Stamping of New Books
- Assigned Accession Number to New Books
- Taking Statistics of processed books
- Different Stamp Used at the Acquisition

EXPERIENCE GAINED AT CATALOGUING SECTION

- Descriptive Cataloguing on Card Catalogue
- I did Catalogue Entries like Authors, Title, Subject etc
- I was taught how to catalogue work:
 - q Single, Double and Multiple Authors
 - q Edited work
 - q Corporate work
 - q Unknown Author

EXPERIENCE GAINED AT CLASSIFICATION SECTION

- Subject determination
- How to use Classification Schemes (DDC and Sears List of Subject Headings)

EXPERIENCE GAINED AT SERIAL AND GOVERNMENT DOCUMENT

- Re-shelving of all the serials and documents consulted in the previous day
- Shelf-tiding
- I received government documents like gazette, financial reports etc and processed them for use in the library
- Index and Abstract (Newspaper).

Reader Service Section

EXPERIENCE GAINED AT CIRCULATION SECTION (HUMANITIES)

- Shelf-tiding
- Shelf-reading and shelving of used books
- Daily statistics of users

EXPERIENCE GAINED AT REFERENCE SECTION

- Daily shelf-reading
- Hourly statistics of users
- Shelving of used materials
- Answer users queries

EXPERIENCE GAINED AT CHILDREN SECTION

- I learned to control my anger and be more patient with the children.
- I learned about the different classification schemes for children's collections
- I was taught how to answer the children's queries.
- I learned how to select stories to be read to the kids

THE EQUIPMENTS AND TOOLS USED IN THE LIBRARY

- Cardboard (Used for Catalogue Card)
- Classification Scheme (DDC)
- Biro and book
- Shelves
- Stamp and stamp pad
- Computers System

LIBRARY ADVOCACY AT SHEIK ABDULSALAM JUNIOR SECONDARY SCHOOLS, ILORIN



THANK YOU ALL!