



**REPORT ON**

**STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME**  
**(SIWES)**

**HELD AT**

**KWARA STATE LIBRARY COMPLEX, ILORIN**  
**(Period of Attachment, August 2024 to November 2024)**

**BY**

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**SUBMITTED TO**

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## **REPORT OVERVIEW**

This report shows the details of the experience I gained in various section/division in Kwara State Library Board. 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 in school. This report show the detailed information about the establishment which include the history, location and objectives, and it also give information about the history of SIWES and the objectives. It also give the detail description of equipment used and their functions. This report also give the problem encountered during my training and recommendation.

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## **CHAPTER ONE**

### **INTRODUCTION**

#### **1:1 History and Background of SIWES**

The Student Industrial Work Experience Scheme (SIWES) was established in 1973 by ITF (Industrial Training Funds) in response to the issue of Nigerian industry inability to hire recent graduates from tertiary institutions who lacked the necessary skills. SIWES was established as a curriculum for skill development aimed at exposing and preparing university, polytechnic, and college of education students for the industrial job environment they will encounter upon graduation. The scheme also provides students the chance to become familiar with and expose themselves to the experience needed in handling and managing apparatus and equipment that are typically not made available in the institutions. The lack of sufficient practical experience for employment among graduates of higher education institutions was a growing issue among industrialists prior to the inception of this scheme. Science and technology majors in Nigerian colleges lacked prior experience in the applied parts of their fields of study. They had trouble getting employment as they lacked job experience. Employers thus felt that higher education's theoretical curriculum was insensitive to their demands as labour employers. This problem affected thousands of Nigerians up until 1973. This backdrop served as the primary driving force behind the fund's 1973-1974 plan design and establishment.

The SIWES programme was established by the Industrial Training Fund (ITF) organisation in an effort to assist all Nigerian students who expressed interest. In 1974, the federal government presented it and gave its official approval. The ITF fully backed the plan in its early years, but it withdrew in 1978 because the financial commitment was too great for it. In 1979, the federal government turned control of the programme over to the National Universities Commission (NUC) and the National Board for Technical Education (NBTE). In November

1984, the federal government turned over scheme execution and oversight to ITF. In July 1985, the Federal government assumed full responsibility for funding when the Industrial Training Fund (ITF) took over.

## **1:2 Objectives of SIWES**

The following are the objectives of SIWES:

1. Provide an avenue for students in institutions of higher learning to acquire industrial skills and experience in their respective courses of study
2. Prepare students for industrial work situation they are likely to experience after work.
3. Introduce students to work practices and machinery and equipment handling techniques that they might not find in their institutions.
4. Enlist and strengthen employers' involvement in the entire educational process and prepare students for employment after graduation
5. Provide students with an opportunity to apply their knowledge in real work situation thereby bridging the gap between theory and practical aspect

## **CHAPTER TWO**

### **2:1 Description of the Establishment of Attachment**

Kwara state library is a public library located in kwara state, Nigeria. The library was established soon after the state was created in 1967 when it was found that the library in kaduna was inadequate. The library was renovated in 2005, establishing the administrative, technical, and acquisition division. Its headquarters are in the state capital Ilorin, with divisional libraries in jebba and offa. It was established with the aim of proving qualitative and adequate reading resources for the people of the state, irrespective of age, educational background, status in the state, religion and gender.

### **2:2 Location and Brief History of the Establishment**

Kwara state library board is located no. 3 Sulu Gambari road, PMB 1561, Ilorin, Kwara State, Nigeria, up until the establishment of Kwara state and other states in 1967, the citizens of the Northern Region were serviced by the Kaduna State Library. The year the Kwara State Library was established, the area court building served as its original venue. After, it was relocated until colonel Ahmed Abdullahi, the military ruler, erected the current library. About £300 was provided in addition to the contents from the old library to furnish the new one. On November 21, 1990, Ibrahim Babangida, the military president, officially opened the kwara state library. In 2005, the state`s then-governor, Bukola Saraki, restored the library. The present state administration committed to investing over N100 million to refurbish the state library complex and utilise it as a base for online learning and temporary headquarters for the state`s innovation hub.

### **2:3 Objectives of the Establishment**

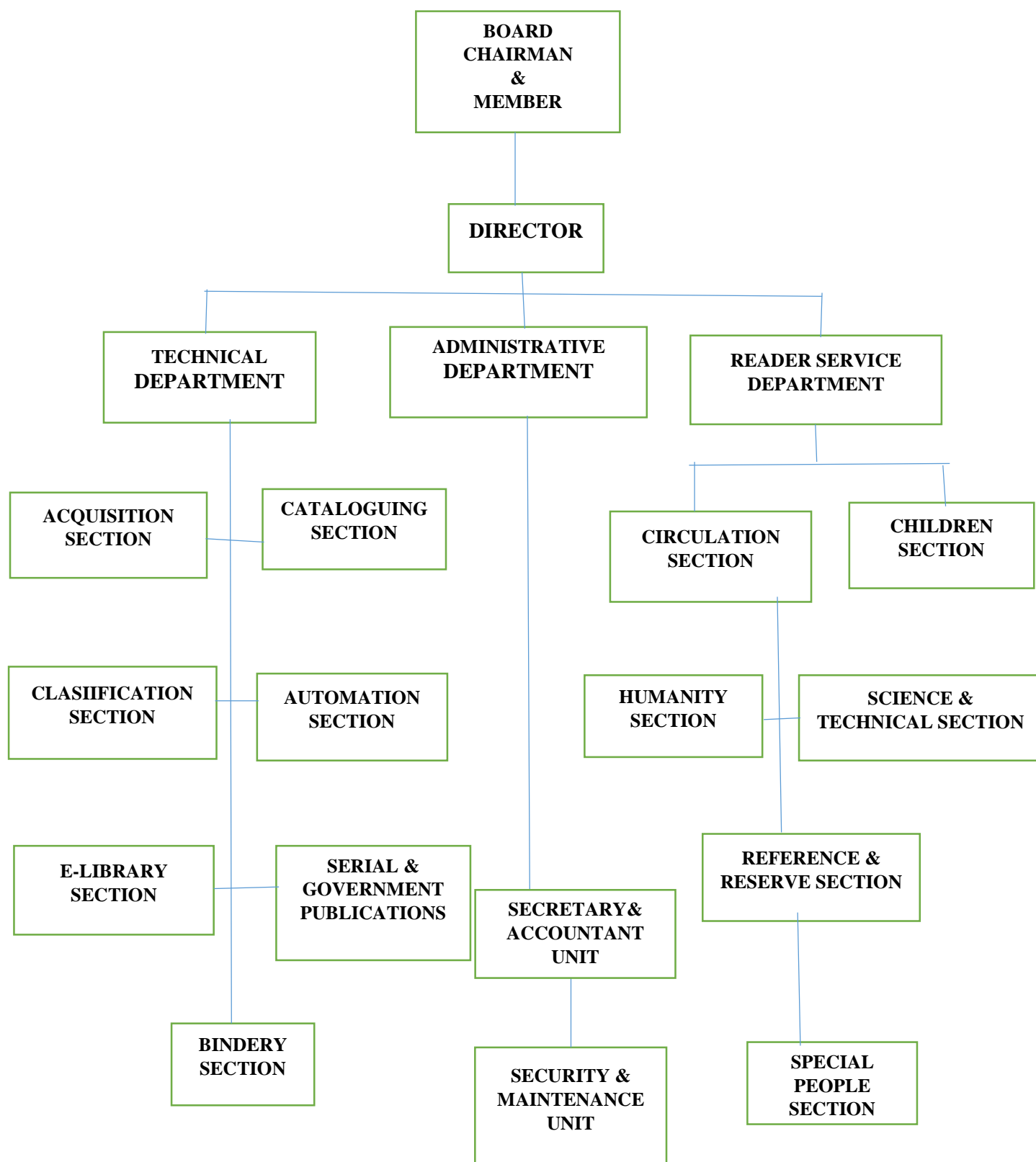
1. The following are the objectives of the establishment: To make information available to all user regardless of their age, financial status, or any other factors.

2. To provide a quiet, safe place for study, research, reading, and learning.
3. To educate, inform, and entertain its patron through programming for all age groups.
4. To collect local information and make it readily available
5. To provide information, knowledge, and resources to the general public, satisfying their information needs.

#### **2:4 Organisational structure of the Establishment**

To achieve its stated objectives, the library is presently organizing into three divisions. These are the Administrative division, Technical service division, and reader service division.

## ORGANIZATIONAL STRUCTURE OF KWARA STATE LIBRARY





## 2:5 Various Division/Units and their Functions

Since Kwara State Library is a public library, its goals are to serve the entire kwara state and to constantly fill in each user`s information needs.

1. The Administrative Division
2. The Technical Services Division
  - i. Cataloguing
  - ii. Classification
  - iii. Automation
  - iv. Acquisition
  - v. Bindery
3. The Readers Service Division
  - i. Serial
  - ii. Science and Technology
  - iii. Children
  - iv. Reference
  - v. Humanities

**The Technical Services Division:** The work a library does in the background to prepare its resources for patrons is known as technical services. Sorting, organising, and cataloguing, setting up supplies for the library`s shelves, taking stock, and weeding are some of these tasks. Additional technical services encompass the tasks associated with obtaining materials contributed and maintaining and restoring library resources.

**Cataloguing:** The cataloguing section performs the functions of cataloguing activities of all types of material that deals with physical description, indicating their bibliographic details so as to enable users to have access to them. it is the process of preparing entries on a particular subject in a card for easy retrieval and easy accessibility of books on the shelf.

**Classification:** This is the assigning of class number to library materials and the organisation of materials using a scheme depending on the library such as Dewey Decimal Classification or Library of Congress scheme. This assigned class number helps to organised materials on the shelf and also allow easy access to the library materials.

**Automation:** Automation is the application of ICT tools in the library holdings. It is used to improve the activities that must be done in any properly functioning library. To ensure a smooth

running of library operations, all sections in the library should be automated which include: cataloguing, classification, serial, acquisition, children, reference, science and technology, bindery, and humanities.

**Acquisition:** In order to ensure materials in the library are numbered to avoid misplacement or being stolen, accession number are given to all the materials acquired in the library. Library acquire materials through different means such as exchange, donation, Inter-library loans, gift, purchase, subscriptions, and registered the new arrivals into accession register book.

**Bindery:** This section deals binding and rebinding of library materials such as newspapers, books, journals, magazines, and periodicals. They assemble deteriorated newspaper or books that have been stacked and join them together for future reference. Additionally, it fulfils the responsibility of laminating documents for the users.

**The Readers Service Division:** It is crucial part in any public library. This department is dedicated to assisting library users in their search for reading materials to solve their information needs. The reader section is there to help in finding a book on a specific topic to recommending the latest bestsellers.

**Serial:** This section consist of annual, monthly, weekly, and daily publications which includes newspaper, magazine, journals, newsletters and so on. This section acquires, processes, and manages all periodical publications that are issued in parts and makes them available to the library users.

**Science and Technology:** This is one of the reader service section in the library. It consists of two main classes of books and they are class 500 and class 600. This section is opened to all library users and provide direct service to them.

**Children:** This section in the library is mainly to available to all children in the range of 4-12. They provide direct service to the children and also entertained them, ensure their safety and place them in a good condition.

**Reference:** It is one of the important unit in the library, which is concerned with rendering personal assistance to users in providing information of different kinds about the library and resources, answering user queries, directional assistance for research. The service can be direct by providing the answers or indirect by referring the user to where the information can be accessed.

## **CHAPTER THREE**

### **3:1 Actual Work and Experience gained during SIWES**

I was posted to nine (9) section during my SIWES in kwara state library board in a total of 24 weeks. Below will be my experience gained from each section.

1. Serial and government publication
2. Automation section
3. Science and technology
4. Reference section
5. Children
6. Classification
7. Cataloguing
8. Humanities
9. Acquisition section.

#### **SERIAL AND GOVERNMENT PUBLICATION**

I was introduced to this section by MR, HARUNA, this was the first section I was introduced to. I was taught the meaning of serial and the types of serial material which include, newspaper, gazette, magazine, journals, etc. I also learnt how to do abstracting and indexing on newspaper which include writing the title of the newspaper, date of publication, name of publisher, page number and abstract. I was told to always collect newspaper from the vendor and stamped them, record it in record book, then placed it on the table for the user. We used to collect three different types of newspaper, The Punch, The Nation, and Herald.

#### **ACTUAL WORK DONE**

1. Collection of newspaper
2. Stamping of newspaper
3. Recording of newspaper

#### **AUTOMATION SECTION**

I introduced to this section by MR. HALIRU, this was the second section I was posted to. I was taught the meaning of automation as the conversion of old information resources to electronic format and also application of ICT tools such as internet of things, big data, and artificial intelligent in the library. I was learnt the meaning of computer and its component, I was also taught the meaning of keyboard and the type of keyboard.

## REFERENCE SECTION

I was introduced to this section by MR. AGBOOLA, this was the third section I was posted to. I was given brief introduction to this section, I was also taught shelf reading, shelf tidying, and re-shelving. I learnt how to take the user` statistic and books` statistic. I learnt the meaning of reference and reference materials, I was told the kind of user that comes to this section are professionals like, researchers, lecturers, doctors and so on. I was taught the rules and regulations guiding the reading hall which are, do not eat or drink in the library, do not make noise in the reading hall, phones should put in silence.

### ACTUAL WORK DONE

1. Shelf reading
2. Shelf tidying
3. Taking users` statistic.

**SCIENCE AND TECHNOLOGY** I was introduced to this section by MR. ADEWOLE, this was the fourth section I was posted to. I was given brief introduction to this section, I was also taught shelf reading, shelf tidying, and re-shelving. I learnt how to take the user` statistic and section are class 500 to 600. I was taught the rules and regulations guiding the reading hall I took the books` statistic.

### ACTUAL WORK DONE

1. Shelf reading
2. Shelf tidying
3. Taking users` statistic.

## CHILDREN SECTION

I was introduced to this section by MRS. AMINAT, this was the fifth section I was posted to. I was taught this section are for children between the age 4-12. Materials in this section are mainly for children, they are colourful and attractive which makes it easy to interest children. Children can come into this section to read and entertain themselves through games and toys. This section housed different toys and games which help to build the children intellectually example is puzzle.

### ACTUAL WORK DONE

1. Shelf reading

## 2. Shelf tidying

### **CLASSIFICATION SECTION**

I was introduced to this section by MR. GAMBARI & MR. ADELODUN, this was the sixth section I was posted to. I was taught kwara state library adopted Dewy Decimal Classification Scheme (DDC) in grouping the material on the shelf. I was also taught the ten classes of material according to DDC division, and how to use volume 2 and volume 3 of DDC to assign call number to any library material.

#### **ACTUAL WORK DONE**

1. I classify library material

### **CATALOGUING SECTION**

I was introduced to this section by MR. TIMOTHY & MR. ADEKOLA, this was the seventh section I was posted to. I was taught the meaning of catalogue and catalogue card and its uses. I learnt how to catalogue books under author entry, subject entry, and title entry. I also learnt abbreviations when cataloguing a book such as edition-Ed.; illustration-illus, pagination-P, more than three authors-et al, book-bk, copyright-C, limited-lid, government-govt and many more.

#### **ACTUAL WORK DONE**

1. I catalogue book

### **HUMANITIES SECTION**

This is one of the reader service in the library, I was taught the meaning of humanity and the materials available in the section. All the main classes of books are there except class 500 and class 600, this section is open to the users with their library card. I took the users' statistic to know the number of users visiting the library, and make sure they follow the rules of the reading hall which includes, do not eat in the library and they should drop their bags outside the reading hall. I did shelf reading and shelf tidying in the shelf and I move around the reading hall to check the user from time to time.

#### **ACTUAL WORK DONE**

1. Shelf reading
2. Shelf tidying

### 3. Taking users` statistic

## ACQUISITION SECTION

Acquisition section is also a technical service in the library, their main deal is to acquire books to the library collection, assign accession number to the materials, and stamped them. Materials are acquired in the library through donation, purchase, gift, subscription, and exchange. Accession number are given to materials according to how they are being acquired. I was taught the different types of stamp they used in acquisition section and it includes ownership stamp, purchase stamp, subscription stamp, and exchanged stamp.

## ACTUAL WORK DONE

1. I stamped books brought to the library
2. I recorded accession number on the book.

## CHAPTER FOUR

### 4:1 Equipment used and their Functions

The following are the equipment available, their usage, and functions

- a. Shelf
- b. Computer
- c. Television
- d. Radio
- e. Catalogue cabinet
- f. Stamp
- g. Pencil and ruler
- h. Toys
- i. Subject heading

#### SHELF

Shelf are metal building that are used to arrange material for easy access. Shelf are also used to display material so that user can have access to the library material to solve their information needs.



#### COMPUTER

Computer is an electronic machine that accept data, process data, and give out an output. Computer is used in automation library to catalogue books and other library material.



## TELEVISION

This is used to display the new to the users in serial section



## CATALOGUE CABINET

This is used to arranged catalogue card in all readers section for easy access to library materials



## STAMP

This is used to indicate the ownership of the library materials



## TOYS

This is used in children section to entice the children and make it easy to improve their sociology development.





## **CHAPTER FIVE**

### **5:1 Summary of Activities done in the Attachment**

SIWES has broaden my experience in this course of study. My six month as a student at kwara state library board was a success and a great time of acquiring knowledge and skills. The training gave me a broader view to the importance and relevance of library and information science in the immediate society and world as a whole, and has improve my experience.

### **5:2 Conclusion**

The Student Industrial Work Experience Scheme (SIWES) is a skill training programme designed to expose and prepared students of universities and other tertiary institutions for the industrial work situation they are likely to meet after graduation

### **15:3 Problem Encountered**

The following are problem encountered during my training at kwara state library board:

1. Lack of financial incentive for the student during training
2. Lack of internet facilities
3. Inadequate professional staff

### **5:4 Recommendation**

The following are the recommend based on the experience at kwara state library board:

1. Funding: provision of financial support should be provided to the student on training
2. Internet facilities: Wi-Fi should be available for the student on training
3. More professional staff should be employed.

**LIBRARY ADVOCACY ST. JOHN AFRICA JUNIOR SECONDARY SCHOOLS,  
MARABA, ILORIN**

Library Advocacy is a programme of Kwara State Library to target the young citizen in order to develop their reading habit at a tender age. For this assignment, we were divided into group to visit secondary school of our choice within the state. My group visited John Africa Junior Secondary Schools, Maraba, Ilorin.



**Students of John Africa Junior Secondary Schools, Maraba, Ilorin with Library Advocators**

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