TECHNICAL REPORT ON

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME
(SIWES)

HELD AT

COLLEGE OF EDUCATION LIBRARY, ZUBA, FCT ABUJA
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BY

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REPORT OVERVIEW

This report provides the details of the experience I gained in various section/division in College of Education Library, Zuba. 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 doing lectures. This report show the detailed information about the establishment which include the history and location and it also give information about the history of SIWES and the objectives.

CHAPTER ONE
INTRODUCTION

1.1   Background

SIWES was initiated by the Industrial Training Fund (ITF) in 1973. From the point of its existence, ITF has not only raised training consciousness in the economy, but has also helped in generating a corps of skilled indigenous manpower which has been manning and managing various sectors of the national economy. SIWES was established so as to complement the theoretical knowledge acquired in higher institutions with practical experience. The scheme educates students on industrial based skills essential for a smooth transition from the classroom to the world of work. It is as a result of the realization by the Federal government of Nigeria in 1973 of the need to introduce a new dimension to the quality and standard of education obtained in the country in order to achieve the much needed technological advancement.

The ITF solely funded the scheme during its formative years. But due to the elevated rate of financial involvement, it was withdrawn from the scheme in 1978. It was effectively taken over by ITF in July 1985 with the funding being solely borne by the Federal Government. The operators are; the ITF, the coordinating agencies (NUC, NCCE, NBTE), employers of labour and various institutions. The Beneficiaries are the Undergraduate students of the following: Agriculture, Engineering, Technology, Environmental, Science, Education, Medical Science and Pure and Applied Sciences. The Duration is for a period of Four months for Polytechnics and Colleges of Education, and Three or Six months for the Universities.

The growing concern among our industrialists is that graduates of our institutions of Higher learning lack adequate practical background studies preparatory for employment in industries and this led to the formation of Students Industrial Work Experience Scheme (SIWES). Partaking in this scheme has become a crucial pre-condition for the award of diploma and degree certificates in specific disciplines in most institutions of higher learning in Nigeria in line with the government education policies. One of the primary goals of the SIWES is to help students integrate leadership development into the experiential learning process. Students are expected to learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leaders. Another   is to promote industrialization in Nigeria, and an avenue between the world of teaching, learning, industry and work interference to a field of study such as Microbiology, Agriculture, Engineering and other professional education programs.

Participation in Industrial Training is a well-known educational strategy. Successful internships foster an experiential learning process that not only promotes career preparation but provides opportunities for learners to develop skills necessary to become leaders in their chosen professions. However, the effectiveness of the SIWES experience will have varying outcomes based upon the individual student, the work assignment, and the supervisor/mentor requirements. Their vision is to be the foremost Skills Training Development Organization in Nigeria and one of the best in the world. While they have a mission to set and regulate standards and offer direct training intervention in industrial and commercial skills training and development, using a corps of highly professional staff modern technique and technology.

The Student Industrial Work Experience Scheme (SIWES) is an accepted skill programme done in order to prepare students for the Industrial work situation outside the institution of formal education. It has become an innovative phenomenon in human resources development and training in Nigeria. Training in all its forms is a process through which a skill is acquired or Knowledge enhanced for the efficiency and expertise of the workforce and potential leaders.

In Respect to the Librarianship profession, it is mandatory for all Students of Library and Information science to undergo the Industrial Training programme at specific points of their study. This initiative will provide a platform through which the skills and expertise needed to become a qualified and certified Librarian will be imbibed in the students studying the course.

1.2   Aims of Students Industrial Work Experience Scheme

The Students Industrial Work Experience Scheme (SIWES) Aims at:

- ❖ Provision of an avenue for students in the Nigerian higher institutions to gain industrial skills and experience in their course of study.
- ❖ To Enlist and strengthen employers' involvement in the entire educational process of preparing institutional graduate for employment in industry and commerce.
- ❖ To expose student to work methods and techniques in handling equipment and machineries that may not be available in the educational institutions.
- ❖ To prepare students for industrial work situation they are likely to meet after graduation.
- ❖ To provide students with the opportunities to apply their educational knowledge in real work situation, thereby bridging the gap between theories and practice.

❖ To make the transmission from schooling to the world of work easier through enhancing students contact for later job placement

❖ It provides students the opportunity to test their aptitude for a particular career before permanent commitments are made.

❖ It also provides students the opportunity to develop attitudes conducive to effective interpersonal relationships and increases a student's sense of responsibility.

❖ Improve the employability and production skills of students after graduation.

❖ To expose students to the latest developments and technological innovations their chosen professions.

CHAPTER TWO

DESCRIPTION AND BRIEF HISTORY OF COLLEGE OF EDUCATION LIBRARY, ZUBA

2.1 DESCRIPTION AND HISTORY COLLEGE OF EDUCATION LIBRARY, ZUBA

In 1996, the administrator of the federal capital territory Abuja, under the leadership of the Minister of FCT set up a Committee with members drawn from the Department of Education FCDA to work out modalities for the establishment of a College of Education. The recommendation submitted by the committee gave birth to the FCT College of Education which was temporarily sited at the defunct Teachers College Zuba. The College was established to provide qualitative teacher education geared towards meeting the present challenges facing the Nigerian educational system especially in the area of training teachers in the Science and Nigerian Languages to teach at the Primary Schools.

The College was however, closed down in May 2000, due to the need for reorganization and restructuring in order to ensure effectiveness in the academic administration. Consequently, in April 2001 it was reopened with more high-level manpower and material resources were put in place. The college offer several courses leading to the award of Nigeria Certificate in Education, Certificate, Diploma and Affiliated Degree (FCT College of Education Zuba, 2020).

Indeed, for the college to achieve its objective of learning, teaching and research, library was established. The functions of this library are to:

i.   Provide information materials required for the academic programme of the college.
ii. Provide research information materials required for the academic programs.
iii. Disseminate the existing and new information.
iv. Provide protection and security for such materials.
v.   Provide resources and research support for students and faculty (Rubin, 2017).

2.2   DIVISION /SECTION

1. Technical services

2. Readers services

3. Electronic support services

2.2.1   Technical Service Division

Services performed in the Technical Service Divisions are known as Behind-the-scene Services. They are skilled and competent activities that are not known to the public. The primary role of this division of the College of Education Library, Zuba is to acquire and process library materials to be made available for the use of library users. This division is headed by the Technical Services Librarian. The division is made up of the following sections.

Acquisition Section: This section has the responsibility of acquiring information materials into the library. It performs its responsibility through direct purchase, gift/donations (which must be acknowledged) and exchange. Book materials acquired includes: monographs, journals, reference materials and documents.

Other functions are:

❖ Collecting mail from Post Office for library and staff.
❖ Sending orders to vendors.
❖ Donation of materials to university community members and other institutions or "visitors" to the library.
❖ Receiving gifts and donations from individuals and corporate bodies.
❖ Preparing list of books and journals purchased.
❖ Processes books to cataloguing and classification section.
❖ Sending out of publishers' catalogues to departments/faculties for selection.
❖ Harvesting books selected by departments/faculties.
❖ Processing of newspapers for staff and students.
❖ Stamping and accessioning new books purchased by the library.

Cataloguing and Classification Section: The cataloguing and classification section deals with the sorting, organizing and processing of information materials. They receive books that

has been accessioned by the acquisition section for further processing by providing bibliographical information of the library books through descriptive cataloguing and assigning subject headings, location and class marks to the books through subject cataloguing known as classification before they are sent to Readers' service division for shelving and proper dissemination to library patrons.

Other functions are as follows:

- ❖ Maintains card catalogue cabinet by filing all the cards for books processed in the catalogue cabinet.
- ❖ Labels processed books for easy identification on the shelves.
- ❖ Key in all processed books into the library's database.
- ❖ Maintains authority control and provides appropriate references in the library catalogue.
- ❖ Provides and maintains bibliographic links in the catalogue to electronic and other remote resources.

Serial section: This section acquires journals and related serial materials that come into the library. The section catalogue, classify and make serials materials available to library users. Its materials are mainly used for research purposes and meant for consultation only and not to be borrowed.

Other functions are as follows:

- ❖ Display of new journals to create awareness of the journal's existence.
- ❖ Records serial materials acquired by the library.
- ❖ Stamps and Catalogues serials for identification purpose.
- ❖ Puts serials on the shelves based on their discipline for easy retrieval by the library users.
- ❖ Keeps statistics of serial use.

Bindery Section: The role of the bindery section is to bind or mend worn-out materials in the library's collection for the purpose of reclaiming the originality of the materials in terms of completeness and accuracy.

Other functions are as follows:

❖ General book binding for the Library, other departments and offices of the University, Institutes and individuals of the University community and outside.

❖ Cutting of the catalogue cards, for both the Library and its Patron's use;

❖ Training of students of Library and Information Science on Industrial Training (IT) under the SIWES programme, to update their practical knowledge in the area of book-binding and preservation;

❖ Lamination of papers and documents like certificates and identity cards for the individuals within the university community and beyond.

❖ Other essential and emergency services, as may be assigned to the Head of the Section, by the University Librarian, like the binding of accreditation papers and other services.

2.2.2 Reader's Service Division

The services performed in the Reader's service division are the type that offers direct interaction to library patrons. They perform public relation functions in the library by linking the information materials in the library's collection with the most appropriate user for effective dissemination of information.

The division comprises of the following sections:

Circulation Section: The circulation section of the library is the image-bearing unit of the library. It's at the circulation section that the library users register to become a bona fide, and genuine user of the library. It houses books that are on open shelves. This section is also an avenue for users to borrow books. It is also a section where library users have a close contact with the library materials and staff.

Other functions are as follows:

❖ Shelving of books used by library patrons
❖ Registration of users.
❖ Charging and Discharging of materials to users.
❖ Daily shelve reading.
❖ Taking daily/weekly statistics of users.
❖ Handling new arrival materials i.e. to various branches of the library.

- ❖ Signing of clearance forms for final year students.
- ❖ Allocation of carrels to users.
- ❖ Handling reserve materials.

Reference Section: The Reference section provides services for library patrons in a personalized way by offering personalized assistance to individuals based on their varying degrees of information needs. The section answers users' queries and directs them to sources from where information can be obtained. It also houses reference materials such as Dictionaries, Encyclopedias, Biographies, maps, atlases, Directories, etc., which can only be consulted in the library.

Other functions are as follows:

- ❖ Shelving and shelf reading of reference materials.
- ❖ Provides answers to directional or non-directional queries from the library patrons.
- ❖ Performs inter-library lending on behalf of library users.
- ❖ Taking statistics of users and consulted materials.
- ❖ Recording daily newspapers and indexing or extracting the important information from the newspaper.
- ❖ Indexing: extracting key points information from the newspapers.
- ❖ Issuance of referral letter to library patrons
- ❖ Attending to students with referral letter from other institutions.
- ❖ Training of I.T students in reference work.
- ❖ Carrying out mini cataloguing on staff conference papers.
- ❖ Users Education: educating users on how to make use of library and its resources.

Thesis/Dissertations Section: This section handles the reports of academic research submitted by postgraduate students to departments as part of requirement for the award of masters and PhD degree. Theses are donations from post graduate school to the library. Two copies of individual work are submitted to the library's collection. They are consulted in the library and cannot be loaned out.

Other functions are as follows:

- ❖ Daily shelving and arrangement of collections.
- ❖ Stamping and accessioning of thesis collections.
- ❖ Cataloguing and classification of materials.

- ❖ Assisting users to meet their needs.
- ❖ Keeping statistics of users and usage.
- ❖ Giving orientation to new staff and industrial training (IT) students and those on practical attachments from within and other tertiary institutions.

Document Section: This section acquires and make materials such as manuscripts, books, pamphlets, periodicals, reports, maps and so on available to library patrons. They stock publications from international organizations (UN, WHO, UNESCO, etc.), documents emanating within Africa (AU, ECOWAS), Nigerian's publication (The Bills, The Budget, The Reports, etc.), documents emanating from the state government (gazettes, addresses, budget, etc.), and documents from higher institution of learning (The Universities, Polytechnics, Colleges of Education, Research Institutes, etc.). Its information materials are for research and reference/leisure purpose. The materials are not meant to be borrowed or taken out of the document section except for the purpose of photocopy.

Other functions are as follows:

- ❖ Shelving and shelf-reading of document materials.
- ❖ Keeping of Statistics of consulted books and documents.
- ❖ Keeping statistics of users daily/weekly.
- ❖ Newspaper clippings/Album cutting
- ❖ User's Education: Teaching of students on how to use library materials efficiently.

2.4.3 Electronic Support Services Division

This section takes charge of service delivery of information needs of library patrons in an electronic format which complements the traditional service delivery of the library. The main activity of this division is to support the users to have free access to any information through the internet and connect library patrons to online repositories which the College of Education Library, Zuba subscribes to.

The division comprises of the following sections:

E-Library: This unit assists the library patrons to search the subscribed and unsubscribed databases for the needed information that will answer their varying queries. This section directly assists students and staff to use the computer facilities to access the Internet; provides

wireless Internet services and provides access to the subscribed and free databases of the Library for their research.

The section develops and implements training programmes for students and staff on the search for qualitative academic e-journals and e-books from the e-library.

Other functions are as follows:

- ❖ Provides on-line information to users.
- ❖ Training users on how to search the internet for relevant information.
- ❖ Provides free access for users to browse for registration or make payment.
- ❖ Provides hands-on training for students on SIWES
- ❖ On-line dissemination of current resources acquired.
- ❖ Provision of internet facilities for library users.
- ❖ Proper checking of the website to know if the data bases are working properly.

Digital Library Section: This unit is responsible for developing an institutional repository that students and staff can access.

Other functions are as follows:

- ❖ Placing of any publication produced in each faculty on the institutional repository.
- ❖ Digitalization of both thesis and dissertation.

Automation Section: This unit ensures that all manually handled library activities are carried out electronically for easy accessibility, shrinking space and leveling up with international library standards. This section ensures that bibliographic details of all library materials and information about the patrons of the Library are carefully uploaded unto the Library server by the Circulation and Technical Sections of the Library. The section handles all technical challenges that may crop up while inputting bibliographic details of the Library resources into the server; attends to challenges resulting from system upgrading and also maintains server operations.

Other functions are follows:

- ❖ Activities carried out manually in the library such as charging and discharging of library materials are done in an electronic format.

❖ Using the adopted automation software, KOHA, cataloguing and classification of material is stored into the library's database.

❖ Assessing the list and location of resource materials (books) in the library.

CHAPTER THREE

ACTIVITIES CARRIED OUT IN EACH SECTIONS OF THE LIBRARY

This Chapter explains the day-to-day activities I observed and fully participated in during the period of my attachment at each section of the College of Education Library, Zuba.

Activities at the Acquisition Section

1. Stamping and Recording of Newspapers that are acquired into the library daily. These newspapers are transferred to the reference section as well as Law library after it has been processed- registering, stapling and stamping with College's Identification stamp.

2. Giving accession number to newly acquired library materials. The number is given accordingly while registering the title, author's name, publisher's name, place of publication and the department that requested for that particular book.

3. Stamping and recording of newly acquired materials using varieties of stamps such as accession stamp, secret stamp, ownership stamp, identification stamp, Tetfund stamp (if purchased with Tetfund money), and Donation stamp (if the book was donated).

4. Sending of book orders to vendors in case of direct purchase which is the main source of acquisition in the college of education library, Zuba.

5. Acceptance of Gifts and Donations of Book materials from Individuals and Corporate bodies into the library's collection.

Activities at the Cataloguing and Classification Section

1. Acceptance of materials from the acquisition section for further processing. The list of these materials are collected and verified to ascertain the correctness. After verification, a staff signs on the list to accept responsibility for the books.

2. Descriptive cataloguing of the newly acquired book materials which entails the bibliographic description of such books. Information such as the author's name, title of the book, name of publisher, place and date of publication, International standards book number (ISBN), number of pages and number of plates (if any), and accession number are recorded on a 3 by 5 inches' catalogue card.

3. Subject cataloguing known as classification is done on the catalogued books. This is carried out by determining the subject heading of such book using the adopted classification scheme by the library- Library of Congress classification scheme (LC).

4. Location and class mark is determined using the Library of Congress Schedule. The cutter table is used to cut the class mark in order to differentiate the book from any other book in the library.

5. Labeling of the book material is done for identification purposes on the shelves. This is achieved by typing the location and class mark on Microsoft word page and printing it out on a sticker which is pasted to the particular book.

6. Entering the bibliographic details of information materials into the library's database using the KOHA software adopted by the library for online and easy accessibility.

Activities at the Serial Section

1. Arrangement of serials on the shelves based on their discipline for easy retrieval by library patrons.

2. Daily statistics taking of serials consulted by patrons.

3. Displaying new arrivals in a way that will be attractive and create awareness to library patrons.

4. Weeding of obsolete materials from the shelves.

Activities at the Circulation Section

1. Daily shelving and shelf-reading of library materials. Books used by patrons which are left on the cubicle are returned back to their respective places on the shelves to ensure proper arrangement of books.

2. General statistics of users in the library is taken daily to ascertain the population of library users and the rate at which the books are consulted. This will ensure better service delivery and user's satisfaction.

3. Charging of books to library users. Books are charged only to registered users of the library by verifying from the file trays if they don't have any book with them which they haven't returned. After being cleared, a staff will issue a borrower's slip which will be filled by the user before being signed by the staff and the book released for a period of two weeks for undergraduates and four weeks for postgraduates and staff. Undergraduate student is allowed to borrow two books at a time while postgraduate are permitted to borrow four books at a time. A staff has the advantage of borrowing up to six book s at a time.

4. Discharging of books. When borrowed books are returned to the circulation desk, it is the duty of a staff to verify if such user has not exceeded the stipulated time for returning the book. If so, the user will be asked to pay a fine depending on the number of days which the user defaulted. Thereafter, the book is checked to see if it is in proper condition and the user is cleared and given a slip to serve as evidence of submission.

5. Allocation of carrels to library patrons. A carrel is a private study area, like a cubicle or small room where an individual can study in private.

Activities at the Reference Section

1. Daily shelving and shelf-reading of reference materials which have been consulted the previous day by library patrons.

2. Taking statistics of users of the reference section as well as statistics of reference materials consulted daily.

3. Answering user's queries. Some library users come directly to the reference desk for their information needs. In a situation where the question requires thorough findings, such a user will be asked to exercise patience why the answer is sought. In some other scenarios, users are directed and guided on how to sought the information themselves.

4. Recording and weeding of obsolete reference materials from the shelves to create space for new arrivals. The weeded materials are further transported into storage.

Activities at the e-Library

1. Uploading submitted soft copies of Thesis/Dissertations materials of the students from postgraduate school.

2. The E-library section is in charge of populating subscribed databases, both filled and unfilled-base databases.

3. Searching, Downloading and Compilation of E-Journals and E-Books for various disciplines.

4. Training users on the development of search skills and training them on how to access various databases.

5. Accommodates library patrons to use the E-Library for Online information research purposes free of charge.

6. Digitization of selected information materials in the library.

7. Provision of links and password to identified peer-review educational journal sites of various disciplines (subscribed and non-subscribed databases).

CHAPTER FOUR

➢ **EQUIPMENT USED AND THE DETAILS OF THEIR USAGE**

➢ **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 use in a Library to keep records of books and number of books that are available in the book stalk. It is used to access the databases of the library.


➢ **CARD CATALOGUE CABINET:** This is used to keep the catalogue cards which entails the details of all the material that has been processed in the library.

➢ **UPS:** It is used in the library because of power failure. It enables the operator to save documents before the computer system shut down to avoid loose of data and effort.

➢ **LIBRARY SHELF'S:** This allows the material to be arranged properly in order for easy access by the users and the library staffs.
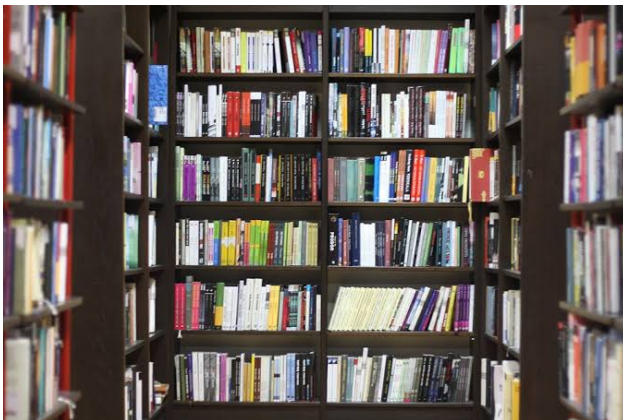
➢ **3 BY 5 CARD**: this is the card used when cataloguing a book and it is used in cataloguing section by writing the descriptive details of a material in an orderly manner for easy access. After been used to catalogue the material they are kept in a drawer for record use.


➢

➢ **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.

➢ **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.

➢ **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.
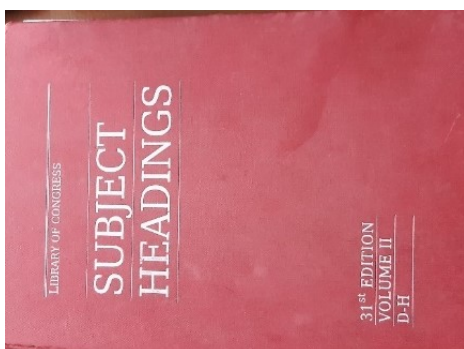
➢ **CUTTER TABLE**: it is used to determine the author name after a book has

been catalogued and classified.

CHAPTER FIVE

SUMMARY, CONCLUSION AND RECOMMENDATION

5.1   SUMMARY

In the course of my attachment at College of Education Library, Zuba, I have been taught on how to shelve, re-shelve, catalogue, discharge, acquire, stamping, etc. of library materials. During my course of learning, I observed that the class lectures are theory and are not complete without the SIWES training. There is need to balance the scale between the school system, and the industry in raising the technical literature of the students. I have gained a profound knowledge, practical skills, and understanding partaking to my profession.

5.2   CONCLUSION

This report covers the experience gathered during the students' industrial work experience scheme SIWES programme held at College of Education Library, Zuba. I learnt the basic practical and theoretical knowledge that I may not have gotten from the lecture room. It also gives me a feel of what it would be like after graduation, when I start working in a library organization. It is therefore an understatement to conclude that SIWES is of great benefit to students of tertiary institutions. Proper and effective administration of the scheme will go a long way in boosting and enhancing the competencies of the work force of the country.

5.3   RECOMMENDATIONS

Base on my experience during the four months SIWES training, I hereby recommend the following;

➢ There should be alternative power supply in the library so as to not hinder the study of the student currently studying in the library.

➢ Experienced staff should be assigned to the students.

➢ The SIWES coordinator should provide Scheme of what the organization are to teach the students.

➢ The bindery section should be provided for to enhance the protection of materials.

➢ There should be proper maintenance of the ICT facilities and training of staff and also back up of data for further use.

➢ The SIWES officials should invigilate the students at their respective place of attachment to ensure discipline.

➢ Organization should accept student in order to gain the expected experience.

➢ Materials should be processed, checked, and dispatched immediately to ensure that the materials are available on the shelf at the needed time.