



**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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**November, 2024**

## **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. This report also give the problem encountered during my training and recommendation. It also give the detail description of equipment used and their functions.

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## **CHAPTER ONE**

### **INTRODUCTION**

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

SIWES was founded in 1973 by ITF (industrial training funds) to address the problem of tertiary institution graduates' lack of appropriate skills for employment in Nigerian industries. The Students' Industrial Work Experience Scheme (SIWES) was founded to be a skill training programme to expose and prepare students of universities, polytechnics and colleges of education for the industrial work situation to be met after graduation. This system facilitates the transfer from the classroom to the workplace and aids in the application of knowledge. The program allows students to become acquainted with and exposed to the experience required in handling and operating equipment and machinery that are typically not available at their schools.

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 goals intended to be achieved by the SIWES programme:

1. Introduce students to work practices and machinery and equipment handling techniques that they might not find in their institutions.
2. Give students at higher education institutions a way to get experience and industrial skills relevant to their course of study.
3. Give students the chance to apply what they`ve learned to actual work settings to close the knowledge gap between theory and practice.
4. Students should be prepared for the industrial work environment they will probably encounter after graduation.
5. Give privilege of job opportunities to students thereby making it easier for students to secure job

## **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.

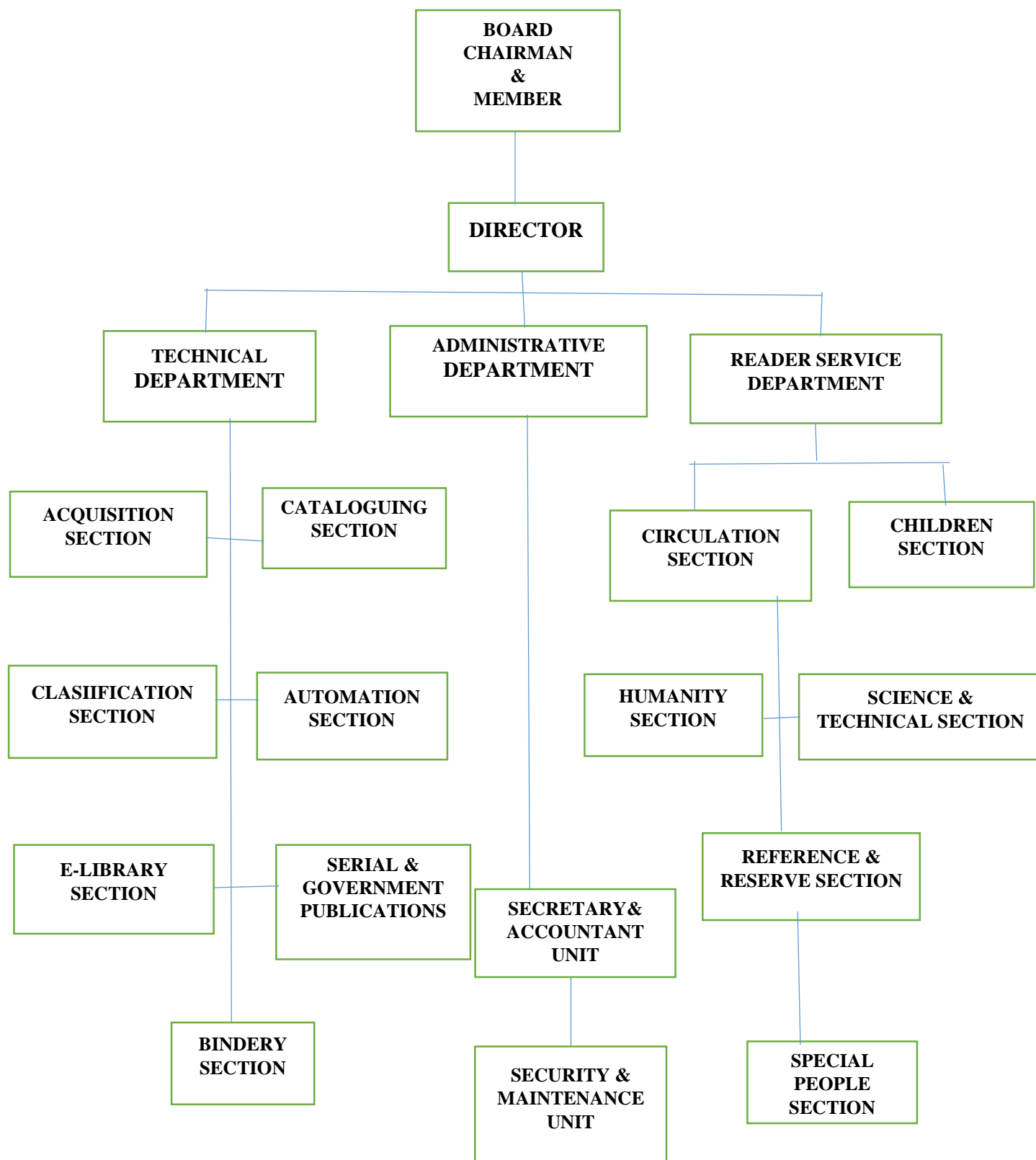
### **2:3 Objectives of the Establishment**

The following are the objectives of the establishment

1. To provide every user with access to as much information, establishment, and resources as possible regardless of age, financial situation or any other variables.
2. To contribute to the achievement of the society
3. To enhance the quality of life by providing user access to resources and services that promote the personal growth, cultural enrichment and lifelong learning for every member of the society
4. To offer a free, comfortable and secure pace for the general public to come and learn.

## 2:3 Organisational Structure of the Establishment

### ORGANIZATIONAL STRUCTURE OF KWARA STATE LIBRARY



## 2:4 Various Departments in the Library and their Functions

Kwara state library board is a public so its functions are addressed to serve the whole community of kwara state, and purposely to always bridge every information gap between every user in the library.

Kwara state public has three main division which are:

1. Administrative department
2. Reader service department
3. Technical department.

Sections under these departments are:

1. Administrative
2. Reader service department
  - Serial and government publications
  - Science and technology
  - Humanities section
  - Children section
  - Reference section
3. Technical service department
  - Cataloguing
  - Classification
  - Acquisition
  - Automation
  - bindery

**READER SERVICES:** Is an important part in the library, they help the library users to find what they are looking for, the reader service is available to assist the user with the location of books on a particular subject to suggest the latest best sellers.

- **SERIAL SECTION:** Serial are publication issued in successive parts and it is intended to be continue indefinitely. Materials in serial section includes newspaper, journals, magazines and so on
- **SCIENCE AND TECHNOLOGY SECTION:** This section consist of class 500 and 600 of materials. It typically contain materials like books, journals, and online databases



covering topics like physics, chemistry, biology, mathematics, computer science. This section is open to all users and allow them to have access to library materials

- **HUMANITY SECTION:** is a section typically contains material related to subjects like philosophy, literature, history, and arts. These materials are often regarded as humanities because they are friendly to the society. This section has all the main classes of book except class 500 and 600
- **CHILDREN SECTION:** this section in the library consist of children materials, toys and game. This is a place where kids can explore the joy of reading, discover new stories and engage in educational and fun activities. Materials in this section are colourful and attractive which make it easy to entice children.
- **REFERENCE SECTION:** this section consists of materials like encyclopaedias, dictionaries, almanacs and so on. These materials cannot be read from cover to cover. These resources provide quick and reliable information on a wide range topics. Library users like researchers, professional are those that visit this section.

**TECHNICAL SERVICE:** Technical service are jobs done in a library to acquire and prepare library materials for use by the patrons. This department deals with processing, ordering materials, receiving materials, arranging materials in the library catalogue.

- **CATALOGUING SECTION:** this is also one of the important section in the library. The cataloguing section performs the functions of cataloguing 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 SECTION:** this is the section where books and other library material are classified and organised to make it easier for library user to access material. The most commonly used classification scheme in libraries is Dewey Decimal Classification Scheme (DDC). This scheme assigns a unique number to each subject area, allowing books on similar topic to be grouped together.
- **ACQUISITION SECTION:** This is the section where 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.
- **AUTOMATION SECTION:** 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.

- **BINDERY SECTION:** This section deals binding and rebinding of library materials such as newspapers, books, journals, magazines, and periodicals.

## **CHAPTER THREE**

### **3:1 Work and Experience Gained during SIWES**

During my SIWES program at kwara state library board, I engaged in different kind of activities performed in different section/unit. I was posted to the following sections/units for my attachment for the period of 24 weeks.

- Humanities
- Acquisition
- Classification
- Children
- Catalogue
- Automation
- Reference
- Science and technology
- Serial

#### **HUMANITIES SECTION**

I was introduced to the section by MRS GBADEYAN, I was given a brief introduction to the section and I learnt the section is open to all users as it is a reader service section and I learnt that all the main classes are in the section except class 500 to 600. I also learnt about the rules and regulation guiding the section and also the steps the user take before they can access reading hall. I also take the users statistics in every two hours, and I also answer the user question if there`s any.

#### **ACTUAL WORK DONE**

- Shelf tidying
- Took users statistics
- Shelf reading
- Answering user queries

#### **ACQUISITION SECTION**

Acquisition section is one of the technical service in the library. I was introduced to this section by MR SHOLA. I learnt that acquisition section is about selecting. Ordering, purchasing, and

obtaining materials to library collection and the method by which book can be acquired in the library which includes gift, donation, loan, legal deposit, purchase, and subscription.

#### **ACTUAL WORK DONE**

- I recorded accession number to the books
- I stamped the newly acquired materials

#### **CLASSIFICATION SECTION**

This is one of the technical service in the library. I was introduced to this section by MR. ADELODUN, he gave brief introduction to the section. I was taught the ten classes of books, I learnt how to assign class number to books and also the subject heading of sears list. Class number assists in locating and organising library material on the shelf.

#### **ACTUAL WORK DONE**

- I assign class number to books

#### **CHILDREN SECTION**

I was introduced to this section by MRS. BOLAJI, I learnt that materials in this section are colourful and attractive which is used to entice the children. There are also games and toys that build the children intellectually such as puzzle games, monopoly, and so on.

#### **ACTUAL WORK DONE**

- Shelf reading
- Shelf tidying

#### **CATALOGUING SECTION**

I was introduced to this section by MR. ADEKOLA. I was given brief introduction to the section and I was taught was catalogue, cataloguing and catalogue card is. I learnt that catalogue card is prepared by 12.5 by 7.5cm, I also learnt the abbreviation in cataloguing. I learnt that catalogue card consist of bibliographic details of a book such as, name of the author, title of the book, year of publication, place of publication, ISBN, page number and so on.

#### **ACTUAL WORK DONE**

- I catalogue books

## **AUTOMATION SECTION**

I was introduced to this section by MR. HALIRU. I was taught the meaning of automation and the uses of automation in the library. I learnt the meaning of computer and the component. I also learnt the definition of key board and the types of keyboard, and I did presentation on what I was taught in the section.

## **REFERENCE SECTION**

I was introduced to this section by MR. BUKOLA. He gave brief introduction reference, reference material and reference section. I was taught the meaning of reference and types of reference material which includes dictionary, encyclopaedia, and other classes of materials. I also learnt that users in this section are mostly professionals. I did shelf reading and shelf tidying.

## **ACTUAL WORK DONE**

- Shelf tidying
- Shelf reading
- I take users` statistic

## **SCIENCE AND TECHNOLOGY**

I was introduced to this section by MR. ADEWOLE. I learnt that this is a reader service section and it open to all users. It deals with class 500 and 600 only, I learnt that users that comes in has to drop their library card before they can have access to the materials. I also ensure that the users abide to the rules and regulation of the reading hall and I take the user statistic every two hours.

## **ACTUAL WORK DONE**

- Taking users` statistic
- Shelf reading
- Shelf tidying

## **SERIAL AND GOVERNMENT PUBLICATION**

This is the last section I was posted to during my SIWES. I was introduced to this section by MR. HARUNA. I learnt what serial and government publication is and the type of materials available in this section such as newspaper, magazine, journal etc. The actual work done there

includes collecting newspapers, record them in the record book, stamped them, and placed them on the table for user`s consultation. After the newspaper has been consulted, the librarian will arranged them according to their date of publication and bind them together then placed it on a shelf.

#### ACTUAL WORK DONE

- Collection of newspaper
- Stamping newspaper

## CHAPTER FOUR

### 4:1 Detailed Description of Equipment used and their Functions

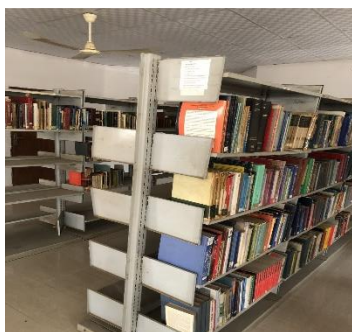
The following are the equipment and tools used in all sections I visited including their function and usage description:

- Stamps
- Shelf
- Subject heading of sears list
- Book guard
- Computer
- Toys
- Television
- Radio
- Catalogue cabinet
- Pencil

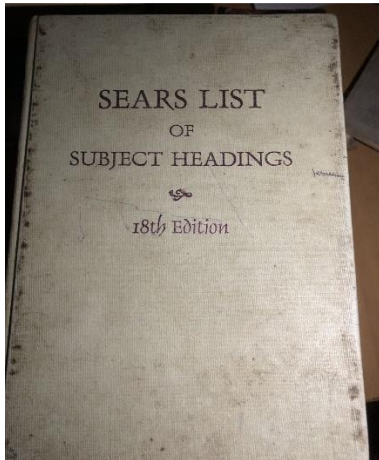
**STAMPS:** Stamp is used in the library to prove the ownership of a library materials and cannot be taken out of the premises without permission.



**SHELF:** This is an area where books are arranged and kept for easy access by users. Shelves are used to organized library material and to ensure books are accessible to the end users.



**SUBJECT HEADINGS:** This is a tool used in cataloguing and classification section in the library. It is a list of possible subject arranged in an alphabetical order, the main use of the subject headings is to determine the subject of a particular book treats which will then determine the class number.



**RADIO:** This is a form of mass media and sound communication by radio waves. Usually through the transmission of news, music, and other type of programs



**CATALOGUE CABINET:** this is used to arranged catalogue card foe easy access to materials

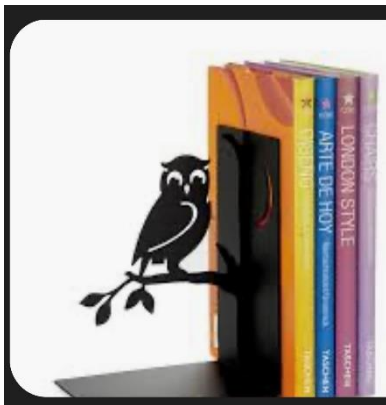




**TOYS:** this is found in children section to entice the children and it is available for the children to play with.



**BOOK GUARD:** this is a flat iron edge that is used to support books arranged in the shelf.



**PENCIL:** this is used to catalogue materials in cataloguing section

## **CHAPTER FIVE**

### **5:1 Summary of the Attachment activities**

The SIWES has provided a training ground where skill relating to how information can be processed, managed, preserved, retrieved and documented. This has gone a long way in equipping with the right knowledge in merging what has been learn in the lecture room to what was actually learnt on the field. The scheme which is a skill program is designed to expose and prepare students of universities and other institutions involved to real life work situation after graduation.

### **5:2 Conclusion**

The SIWES is a skill training program designed to exposed and prepare students in institution of higher learning for the industrial work situation they are likely to meet after graduation, the situation described above represent the idea, but sometimes these ideas are achieved: as there are many problems militating against the success or its attainment.

### **5:3 Problem Encountered**

Some of the problems encountered during my training include:

1. Few professional staff
2. Transportation issues

### **5:4 Recommendation**

The following are the recommendation made based on the experience:

1. More professional staff should be hired
2. Student on training should be consider in transportation

## **LIBRARY ADVOCACY AT SHEIK ABDULSALAM JUNIOR SECONDARY SCHOOLS, 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 Sheik Abdulsalam Junior Secondary Schools, Ilorin.



**Students of Sheik Abdulsalam Junior Secondary Schools with Library Advocators**

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