

## SIWES PRESENTATION AND DEFENCE

HELD AT  
THE KWARA STATE LIBRARY BOARD, ILORIN

by

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### The various departments of the library

The Kwara State Library has three (3) major departments which are subdivided into sections. These major departments are:

- ★ Administrative department
- ★ The Technical department
- ★ The Readers department

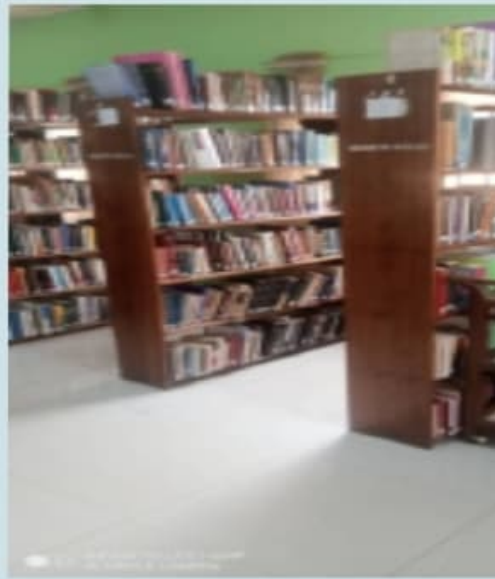
### READERS DEPARTMENT

REFERENCE, HUMANITIES AND SCIENCE AND TECH.

- ★ I re-shelved all consulted materials early in the morning
- ★ I assisted library user to retrieve information materials on the shelves
- ★ I checked library users card before using the library materials
- ★ I did daily shelf-reading and Shelf-Tiding
- ★ I took daily statistic record of library users

## READERS DEPARTMENT

REFERENCE, HUMANITIES AND SCIENCE AND TECH.



### WORK DONE AT TECHNICAL SERVICE DEPARTMENT

SERIAL AND GOVERNMENT PUBLICATION

CLASSIFICATION SECTION

ACQUISITION SECTION

CATALOGUE SECTION

### SERIAL AND GOVERNMENT PUBLICATION



I received newspapers from vendor on daily basis and registered it.

I assisted users in searching for information in old newspaper.

I arranged newspaper collected on daily basis.

## WORK DONE AT THE CLASSIFICATION SECTION

- ★ I determined subject With the use of Sear's List of Subject Heading, the subject is writing in Bold.
- ★ I checked (volume 4) which is index
- ★ I also checked (volume 2&3) which are schedule to confirmed the subject I determined.
- ★ I classified information materials using Dewey Decimal Classification Scheme.



## WORK DONE AT THE CATALOGUING SECTION

- ★ I catalogue new books.
- ★ I did a descriptive cataloguing of author, title, and subject.



## WORK DONE AT THE ACQUISITION SECTION



I registered new arrival materials into library accession register.

I stamped the materials with library ownership stamp.

I took the materials to classification section for further processing

## WORK DONE AT THE CHILDREN SECTION



I reading to the children on different story books

Shelving and shelved reading of children information materials

I also attended to primary school pupils who came for excursion in the library.

## THE EQUIPMENTS AND TOOLS USED

Shelf



Computer



Television



## THE EQUIPMENTS AND TOOLS USED

- Radio



- Catalogue cabinet



- Stamp





## THE EQUIPMENTS AND TOOLS USED

- Toys



- Subject heading



## LIBRARY ADVOCACY AT DR. BUKOLA SARAOKI JUNIOR SECONDARY SCHOOLS, ILORIN



Thanks for your time