

SIWES PRESENTATION

BY

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(ND/23/LIS/FT/0006)**

HELD AT

KWARA STATE LIBRARY COMPLEX ILORIN

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OUTLINES

- Technical service section
- Readers Service Section
- The Equipments and Tools used

Technical Department

WORK DONE AT THE ACQUISITION SECTION

- I checked all the newly acquired books to make sure that:
 - ❖ they are in good condition and
 - ❖ what is ordered for is what they brought
- I stamped newly acquired books with different stamps.
- I gave books Accession Numbers.
- I took statistical records of processed books
- I moved the books to classification unit for further processing.

WORK DONE AT THE CLASSIFICATION SECTION

- I determined ~~subject of books using~~ **Sears List of Subject Heading**
- I determined classification number of newly acquire books using **DDC Scheme**
- I assigned classification number to newly acquired books.
- I moved all the processed books to Cataloguing Unit for further processing.

WORK DONE AT THE CATALOGUING SECTION

- I was Introduced to cataloguing rules with **Anglo American Cataloguing Rules II (AACR II)**

- I did descriptive catalogue on worksheet
- I transferred all the bibliographic information on worksheet to Card Catalogue after verification by Librarian in charge.
- I moved the books to Circulation Section.

WORK DONE AT THE SERIAL AND GOVERNMENT DOCUMENTS SECTION

- I processed newly acquired serials (Newspaper and Magazines)

- I displayed serials on the table for users to consult.
- I received official documents from government agencies like KWIRS for processing and display at the serial unit
- I indexed newspapers.
- I did shelf-tiding and shelf reading.
- I attended to users' queries at the serial unit.

Reader Service Department

WORK DONE AT THE CIRCULATION SECTION (HUMANITIES AND SCIENCE AND TECHNOLOGY)

- I did daily shelf-tiding
- I shelved back all the consulted books on the shelves
- I did daily shelf-reading very early in the morning before the library is open to users
- I took daily statistics of users every two hours (8am ; 10am; 12pm; 2pm and 4pm)

WORK DONE AT THE REFERENCE SECTION

➤ I answered users queries

➤ I did daily shelf-tiding

➤ I shelved back all the consulted reference materials on the shelves

➤ I did shelf-reading very early in the morning.

➤ I registered users with laptop and monitor same.

➤ I took daily statistics of users every two hours (8am ; 10am; 12pm; 2pm and 4pm)

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

- Shelves



- Stamp and stamp pad



- Computer



THE EQUIPMENTS AND TOOLS USED

- Book End



- Classification Tools



LIBRARY ADVOCACY AT SHEIK ABDULSALAM JUNIOR SECONDARY SCHOOLS, ILORIN



THANK YOU ALL!