

MODULE 11

LIBRARY AND INFORMATION SCIENCE

LIS/OS/LIA/CR/05/5/MA

PERFORM CIRCULATION DUTIES

SEPTEMBER - NOVEMBER 2025



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

PRACTICAL ASSESSMENT

INSTRUCTIONS TO THE CANDIDATE

1. This unit of competence shall be assessed in two phases.
2. Each assessment session has the duration indicated in brackets.
3. The assessor will take photos and videos at critical points during the assessment.
4. Ensure all required resources for the assessment (information materials, order form, delivery note, stamps, labels, accession register, magnetic strips, etc.) are provided before beginning the assessment.

PRACTICAL ASSESSMENT 1 (4 HOURS): REGISTER NEW PATRONS

Elements Covered

- Register new patrons

Scenario

Ujenzi High School Library has a number of new students joining this semester. As the librarian, you are tasked with registering these new patrons, verifying their details, and documenting the registration according to the library's work procedures. You have registration forms, identity documents (IDs), a computer with the library management system, and a registration checklist.

Tasks

1. Issue registration forms to new patrons as per the work procedure.
2. Verify patron details (name, class/department, ID, contact information) against provided documents.
3. Document new patron registration details in the library management system.
4. Assign unique patron identification numbers and issue library cards.
5. Maintain a registration checklist to record all registration activities.
6. Ensure compliance with institutional policies on patron data confidentiality and accuracy.

PRACTICAL ASSESSMENT 2 (4 HOURS): PERFORM CHARGING AND DISCHARGING OF INFORMATION MATERIALS & RECORD CIRCULATION DATA

Elements Covered

- Perform charging and discharging of information materials
- Record circulation data

Scenario

Ujenzi High School Library has users requesting books for their assignments. As the librarian, you are responsible for issuing and receiving information materials, sorting returned items, and recording circulation statistics accurately. You have a list of patrons, information materials, a circulation desk, borrowing and return slips, a shelving guide, a user logbook, and a circulation statistics form.

Tasks

1. Issue information materials to users according to their requests and the library's work procedure.
2. Receive returned information materials and check for completeness and condition.
3. Sort returned items based on type, subject, or category for shelving.
4. Shelf information materials according to the library's classification system.
5. Record the number of users visiting the library and circulation statistics for subject areas daily.
6. Compile users' circulation data into a summary report.
7. Maintain accurate records to ensure data integrity and accountability.
8. Provide circulation services to users, including answering queries and assisting in locating materials.