

**MODULE 1**

**LIBRARY AND INFORMATION SCIENCE**

**LIS/OS/LIA/CR/02/5/MA**

**PROCESS INFORMATION MATERIALS**

**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 included in brackets
3. The second phase of the assessment shall include a practical session and an oral assessment session.
4. The assessor will take photos and videos as you perform the tasks at critical points during the assessment.
5. Ensure all required resources for the assessment have been provided before beginning the assessment.

## **PRACTICAL ASSESSMENT 1 (4 HOURS): VERIFICATION OF INFORMATION MATERIALS AND BRANDING INFORMATION MATERIALS**

### **Elements Covered**

- Verification of information materials
- Branding information materials

### **Scenario 1**

The **Sunrise College Library** has received a new batch of 200 textbooks ordered for first-year courses. As the Assistant Librarian, you are required to verify the delivery to ensure the correct quality and quantity of items have been supplied. Once verified, you must brand the textbooks before they are made available for circulation. You are provided with the order form, delivery note, institutional stamp, security stamp, labels, and magnetic strips.

### **Tasks**

1. Receive the delivered textbooks and cross-check them against the order form and delivery note.
2. Conduct a physical examination of the textbooks to confirm their quality and condition.
3. Verify that the number of textbooks supplied matches the quantity ordered.
4. Assign and apply the institutional stamp on each textbook.
5. Affix security stamps, magnetic strips, and identification labels to the textbooks.
6. Ensure that branded materials are neat, secure, and ready for shelving.
7. Submit the branded materials for supervisor verification.

## **PRACTICAL ASSESSMENT 2 (4 HOURS): RECORD INFORMATION MATERIAL DETAILS**

### **Elements Covered**

- Record information material details

### **Scenario 2**

The **Kitui Institute of Science and Technology Library** has received a donation of 50 journals and reference books from an education foundation. Before the materials can be added to the collection, they must be properly documented in the accession register and assigned call numbers. As the Records Clerk, you are required to record bibliographic details in accordance with the library's work procedures. You are provided with the donation list, accession register, and cataloguing tools.

### **Tasks**

1. Receive and prepare the donated information materials for documentation.
2. Assign accession numbers to the materials and record them in the accession register.
3. Document bibliographic details of each item (title, author, edition, year, publisher).
4. Assign appropriate call numbers to the materials according to classification guidelines.
5. Record all details clearly and accurately in the accession register.
6. Verify the completeness of the entries against the donation list.
7. Present the updated accession register for supervisor approval.