

MODULE 1

LIBRARY AND INFORMATION SCIENCE

LIS/OS/LIA/CR/01/5/MA

PERFORM INFORMATION COLLECTION DEVELOPMENT

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): COMPILE NEW INVENTORY REQUESTS

Elements Covered

- Compile new inventory requests

Scenario

You have been appointed as an Assistant Librarian at Masomo Training College Library. At the start of the new academic year, students and lecturers have raised concerns that essential textbooks and reference materials are either missing or outdated. The College Library Committee has tasked you with assessing the information needs of users and compiling a formal inventory of required information materials. You are expected to gather feedback, review course outlines, and prepare a documented inventory list of requested textbooks, journals, and reference books in line with the library's acquisition procedures.

Tasks

1. Conduct a user needs assessment to establish information requirements.
2. Compile a list of information materials based on the identified needs.
3. Prepare and document an inventory list following the given work procedures.
4. Present the inventory list to the assessor for verification.

PRACTICAL ASSESSMENT 2 (4 HOURS): CONDUCT WEEDING OF INFORMATION MATERIALS & COMPILE INFORMATION DISPOSAL LIST

Elements Covered

- Conduct weeding of information materials
- Compile information disposal list

Scenario

The Masomo Training College Library is currently reviewing its collection to maintain relevance and create space for new resources. A recent inspection has revealed that the shelves are overcrowded with outdated, damaged, and rarely used materials. The Library Board has instructed that these materials be weeded out and properly documented for disposal. As the Assistant Librarian, you are required to identify the materials to be weeded, retrieve and package them appropriately, and compile a disposal list in accordance with the library's record-keeping and disposal policy.

Tasks

1. Identify information materials for weeding using a provided list.
2. Retrieve the selected information materials as per the weeding requirements.
3. Package weeded information materials according to the work procedure.
4. Generate a disposal list of information materials marked for disposal.
5. Sort information materials based on the disposal list.
6. Package the information materials for disposal as required.

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