

MODULE 11

LIBRARY AND INFORMATION SCIENCE

LIS/OS/LIA/CR/04/5/MA

PERFORM RESTORATION OF 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
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): IDENTIFY INFORMATION MATERIALS

Elements Covered

- Identify information materials

Scenario

The Starlight Teachers' Training College Library has received a directive from the Academic Board to conduct a restoration review of its collection. Several textbooks, journals, and reference books have been reported as old, torn, and damaged. As the librarian, you are tasked with identifying the specific materials that need restoration, verifying them against the official list, and recording their condition. You have access to the restoration list, the damaged materials, repair tools, and an assessment checklist. Your responsibility is to process the materials following the library's work procedures.

Tasks

1. Receive the list of information materials for restoration as per work requirements.
2. Cross-check the received list against the physical information materials to verify accuracy.
3. Examine the extent of damage for each material (e.g., torn pages, loose binding, water damage, annotations).
4. Record the condition and damage assessment in the restoration log.
5. Prioritize materials for repair based on damage severity and importance.
6. Maintain proper handling of materials to avoid further damage.
7. Complete a report summarizing identified materials and damage assessment.

PRACTICAL ASSESSMENT 2 (4 HOURS): BINDING INFORMATION MATERIALS AND PERFORM REPROGRAPHIC SERVICES

Elements Covered

- Binding information materials
- Perform reprographic services

Scenario

At the **Greenfields Polytechnic Library**, a recent inspection revealed that some important textbooks and reference materials were incomplete due to missing or illegible pages, while others required new binding for long-term use. The Library Management has directed that all affected materials be restored, missing pages reproduced, and books rebound. As the Assistant Librarian, you are provided with binding tools, glue, thread, tape, photocopying equipment, and a clean workspace. Your task is to carry out restoration and reprographic services in line with library work procedures.

Tasks

1. Sort information materials for restoration according to type and damage level.
2. Confirm pagination of each material to ensure all pages are intact and in order.
3. Identify materials requiring reproduction of missing or illegible pages.
4. Generate copies of missing pages using reprographic services and integrate them into the original materials.
5. Perform binding of all materials using approved methods (e.g., sewing, gluing, taping).
6. Apply protective covers and labels to restored materials.
7. Maintain a record of restored and reproduced materials, noting methods used and date.
8. Ensure all restored materials are neat, complete, and functional.