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032205T4LIS

LIBRARY AND INFORMATION SCIENCE LEVEL 5

BUS/OS/LIS/CR/01/5A

Perform Cataloguing Process

Nov/Dec 2024

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

PRACTICAL ASSESSMENT

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OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: *Please award marks as appropriate. Give a brief comment on your observation.*	**Marks Available**	**Marks Obtained**	**Comments**
TASK 1: Prepare Card Catalogue			
1. Donned dust coat (*Award 1 mark for correctly wearing dust coat*)	**1**		
2. Assembled tools for cataloguing *(Award 2 marks)*	**2**		
3. Prepared a card catalogue	**9**		

• Measured the manila paper for the card catalogue • Cut the manila paper into a standard size • Card measurement 12.5cm by 7.5cm *(Award 3 marks for each activity performed correctly 3x3)*			
Sub Total	**12**		
TASK 2: Perform Descriptive Cataloguing Using 2nd Level Description of AACR2			
4. Created an entry on individual card (The card should contain the following details: • Author • Title • Place of publication • Publisher • Year of publication • Subject • Call number • Punctuations *(Award 2 marks for detail entered correctly item 8x2)*	**16**		
Sub Total	**16**		
TASK 3: Organize Cataloguing Cards in Catalogue Cabinet			
5. Punched a hole half an inch above the bottom of each card *(Award 2 marks for correctly followed specifications)*	**2**		
6. Inserted a thin iron rod through the hole in the catalogue cabinet *(Award 2 marks)*	**2**		

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7. Arrange catalogue cards alphabetically. *(Award 3 marks for correct arrangement)*	**3**		
8. Ensured the cards are securely held in their designated position *(Award 2 marks)*	**2**		
9. Returned cataloguing tools *(Award 1 mark)*	**1**		
10. Cleaned workstation *(Award 1 mark)*	**1**		
Sub-Total	**11**		
GRAND TOTAL	**39**		

ASSESSMENT OUTCOME

The candidate was found to be:

Competent ☐ Not yet Competent ☐

(Please tick as appropriate)

(The candidate is competent if the candidate obtains at least 50%)

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Feedback from the Candidate:

Feedback to the Candidate:

Candidate Signature **Date:**

_____ _____

Assessor's Signature **Date**

_____ _____