

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

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE

Title: Ordnance of Britain in the dark ages

Subtitle: Survey

Author: Directorate of the United Kingdom

Publisher- Director General of the Ordnance Survey

Place of Publication- Southampton

Year of publication- Not known

Edition- 2nd ed.

Description: Preliminary pages: i-iv, actual 250 pages, 24cm high. It is accompanied by a pamphlet which has 12 pages and is 18 cm high.

Subject: Survey

1. You are required to perform the following tasks using the information above:
 - i. Prepare a card catalogue

- ii. Perform descriptive cataloguing using 2nd level description of AACR2
- iii. Organize cataloguing cards in the catalogue cabinet.

2. You have been provided with the following resources for the practical tasks:

- Workstation
- Manila papers
- Ruler
- Pen
- Pencil
- A thin iron rod
- Catalogue cabinet
- Paper punch
- Dust coat
- Pair of Scissors
- Cello tape
- Gloves
- Marker pen

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