

**032205T4LIS**

**LIBRARY & INFORMATION SCIENCE LEVEL 5**

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

**Perform Cataloguing Process**

**March/April 2025**



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

**PRACTICAL ASSESSMENT**

**Time: 3 HOURS**

**INSTRUCTIONS TO CANDIDATE:**

1. You are provided with the following resources to perform the tasks:
  - Information containing bibliographic description of a book
  - Manila papers
  - Foolscaps
  - Ruler
  - Pen / Pencil
  - Paper punch
  - Scissors
  - A networked computer
  - Catalogue trays
  - Masking tape
  - Dust coat
  - Spacious room

**Bibliographic description;**

A book whose ISBN is 1-4532-8439-X was written by Hannah Kariuki, James Abdulahi, and Vincy Kemunto. It is entitled: An Introduction to Cataloguing, Cataloguing landmark, a beginner's guide. The book is a fourth edition published in the year 2017 by KIE Publishers in Kenya. It has a glossary, an index and bibliographic references at the footnotes.

The book has xiv preliminary pages and 560 pages some of which contain coloured illustrations and two plates. The book measures 28cm by 15cm respectively. The class number of the book is 091.345

Referring to the above description, carry out the following tasks;

- TASK 1:** Assemble materials.
- TASK 2:** Prepare main entry card catalogue using the title.
- TASK 3:** Develop an Online catalogue using the same bibliographic details.
- TASK 4:** File the catalogue entry in the catalogue tray.