

PERFORM INFORMATION COLLECTION DEVELOPMENT

TVET CDACC Unit Code: LIS/OS/LIA/CR/01/5/MA

ISCED Unit Code: 0322 451 01A

UNIT DESCRIPTION

This unit covers the competencies required to be Perform Information Collection Development Services. Competencies include: Compile New Inventory Requests, Conduct Weeding of Information Materials and Compile Information Disposal List.

ELEMENTS AND PERFORMANCE CRITERIA

1.Compile new inventory requests	1.1 <i>User needs are assessed as</i> per work requirement. 1.2 Information <i>materials are compiled</i> as per user needs. 1.3 Inventory lists are documented as per work procedure.
2.Conduct weeding of information materials	2.1 <i>information materials are identified</i> to be weeded as per the generated list. 2.2 information <i>materials to be weeded</i> are retrieved as per work requirement. 2.3 Weeded information materials are packaged as per work requirement.
3 Compile information disposal list.	3.1 <i>Disposal list</i> is generated of information materials as per work procedure. 3.2 <i>information materials</i> to be disposed are sorted as per disposal list. 3.3 information materials are packaged as per work requirement. 3.3 Packaged information materials are labelled as per work requirement.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
1.User needs assessment includes but not limited to:	• Observation • Questionnaires • Interviews
2.Library Information materials include but not limited to:	• Textbooks • Journals • Encyclopedia
3.Library information materials to be weeded includes but not limited to:	• List of items • Materials to be used for packaging • Methods of packaging
4.Disposal list include but not limited to:	• Policy • Nature of information materials • Methods of disposal

REQUIRED KNOWLEDGE AND SKILLS

The individual needs to demonstrate knowledge of:

- Functions of
- User needs assessment
- Collection maintenance and weeding
- Subject knowledge

SKILLS

The individual needs to demonstrate the following skills:

- ICT proficiency
- Communication
- Analysis
- Synthesis and evaluation
- Decision making
- Management
- Leadership
- Innovation
- Organizational skills

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1.Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Assessed User needs as per work requirement. 1.2 Compiled Information materials as per user needs. 1.3 Identified the information materials to be weeded as per the generated list 1.4 Sorted information materials to be disposed as per disposal list. 1.5 Received Ordered information materials as per work procedure
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	1.6 Conducted physical examination of the information materials as per work procedure 1.7 Confirmed the quality and quantity of information materials as per the order. 1.8 Assigned Information materials identification marks as per work procedure. 1.9 Recorded accession number as per work procedure 1.10 Documented the title of the information materials as per work procedure 1.11 Assigned call number to the information materials as per work procedure. 1.12 Documented Bibliographic details as per work procedure.
2.Resource Implications	The following resources must be provided: 2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2 Materials relevant to the proposed activities or task
3.Methods of Assessment	Competency may be accessed through: 3.1 Practical assessment 3.2 Project 3.3 Portfolio of evidence 3.4 Third party reports 3.5 Group discussions 3.6 Written assessment
4.Context of Assessment	This competency may be assessed in a work place or in a simulated work place
5.Guidance information for assessment	Holistic assessment with other units relevant to the industry subsector, workplace and job roles is recommended.