**Ministry of Education**

**Sector: - Culture, Sports & Tourism**

**Sub Sector: - Culture**

**Occupation: Library and Information Service L-III**

**Consumable materials to be used:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Item description | Quantity | Unit | Specification |
| 1 | Card catalog | 20 | PC | 3 in x5 in |
| 2 | Book card | 25 | PC | Printed |
| 3 | Book pocket | 25 | PC | Printed |
| 4 | Due date slip | 25 | PC | Printed |
| 5 | Borrowers pocket | 3/person | PC | Printed |
| 6 | Bar code | 1 | PC | Standard |
| 7 | Label | 1 | PC | Standard |
| 1 | Compact disk | 1 | PC | Standard |
| 2 | CD- ROM | 1 | PC | RW standard |
| 3 | Battery | 4 | PC | Standard |
| 5 | Paper | 1/2 | ream | A-4 size |

**Tools & equipment/ Instruments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Item description | Quantity | Unit | Specification |
| 1 | PC or Laptop | 1 | PC | Standard |
| 2 | DDC | 4 | PC | Set of books(4 volumes) |
| 3 | AACR | 1 | PC | Latest edition book |
| 4 | Sears Subject Heading | 1 | PC | Latest edition book |
| 5 | Card catalogue cabinet | 1 | PC | Standard |
| 6 | Printer | 1 | PC | Standard |
| 7 | Flash Disk | 1 | PC | Standard |
| 8 | Bar code reader | 1 | PC | Standard |
| 9 | Toner | 1 | PC | Standard |
| 1 | Digital camera | 1 | PC | Standard |
| 2 | Overhead projector | 1 | PC | Standard |
| 3 | PC or Laptop | 1 | PC | Standard |
| 4 | DVD player | 1 | PC | Standard |
| 5 | Microphone/Amplifier | 1 | PC | Standard |
| 6 | Scanner | 1 | PC | Standard |
| 7 | Shelve | 1 | PC | Small size |
| 8 | Chair | 1 | PC | Standard |
| 9 | Table | 1 | PC | Standard |
| 10 | Printer | 1 | PC | Standard |
| 11 | Toner | 1 | PC | Standard |

Note: Materials and tools may be modified by the Assessor, depending on the actual job performed, and location & the standard installation practices of the country.