



**Bachelor of library and information science**

**Practical Schedule: Day, Tues 2.00 pm – 4.00 pm**

**Cataloguing**

**Facilitators Dr. Nestor Kavita and Dr. Johnson Masinde**

<b>Practical No.</b>	<b>Practical</b>	<b>Activities</b>	<b>Tools</b>
1.	Accessioning	Recording of books in accessions register, stamping	Accession sheets, pens, books
2.	Card catalogue	Access points, headings ,main entries , added entries , tracings	Card Books pencils
3.	Card catalogue	Access points, headings , main entries , added entries , tracings	Cards, books, pencils
4.	Card catalogue	Access points, headings , main entries , added entries , tracings	Cards, books, pencils
5.	Copy cataloguing	Data entry into koha modules,	Local host koha server, books
6.	Copy cataloguing	Data entry into koha modules	Local host koha server, books
7.	Copy cataloguing	Data entry into koha modules	Local host koha server, books
8.	Spine labelling	Call number affixation, date due slips , generation of bar code	Local host koha server, books
9.	Shelving of catalogued books	Shelving	Bookshelves



**Practical Schedule: Wed, 2.00 pm – 4.00 pm**

**Classification**

Practical no.	Practical	Activities	Tools
1.	Structure of the LC	Identifying the general class of titles from Library of congress classification scheme Understanding the structure of classification scheme ie preface, outline and index	Schedules, pencils and books
2.	Assigning a class to a book	Deriving a class no from the manual classification scheme	Books, manual classification scheme.
3.	Assigning a class to a book	Deriving a class no from the manual classification scheme	Books, manual classification scheme.
4.	Assigning a class to a book	Deriving a class no from the manual classification scheme	Books, manual classification scheme.
5.	Assigning a class to a book	Deriving a class no from the manual classification scheme	Books, manual classification scheme.
6.	Use of cutter table	Allocating a cutter no	Books, cutter table
7.	Use of cutter table	Allocating a cutter no	Books, cutter table
8.	Call numbers	Generating a call number	KOHA,
9.	Online cataloging	Copy classification,	Cards, books, pencils
10.	Online cataloging	Copy classification,	Cards, books, pencils
11.	Shelving of catalogued books	Shelving	Books, shelves



**Practical Schedule:**

**E-Resources Thursday 2.00 pm – 4.00 pm**

Practical no.	Practical	Activities	Tools
1.	E-Resources Databases, Publishers and Gateways, Remote Access	<ul style="list-style-type: none"><li>• Learn access to E-resources using various methods and use of gateways, remote access tools such as MyLoft and search engines.</li></ul>	Computers, Internet connections, active subscription
2.	Similarity Reports and Anti-plagiarism	<ul style="list-style-type: none"><li>• Learn how to use similarity checking software such as Turnitin</li><li>• Interpreting similarity reports</li></ul>	Computers, Internet connections, active subscription
3.	Institutional Repository OpenDOAR Open Access ROAR	<ul style="list-style-type: none"><li>• Learn digital repositories, upload of items/articles, metadata, citations.</li><li>• Optimization of digital repository for search engine discovery and visibility.</li><li>• Registry of Open Access Repositories</li></ul>	Computers, Internet connections



**Practical Schedule:**

**Indexing Friday 2.00 pm – 4.00 pm**

Practical no.	Practical	Activities	Tools
2.	back-of-book indexes	Describe the structure of back-of-book indexes and critically evaluate both their organization and synthetic structure	pencils and books
2.	Analyses of information materials	Analyze the intellectual content of bibliographic materials and assign appropriate indexing terms that represent the conceptual content.	Books,
3.	Preparation of an index	Prepare a working index to a collection of articles from the initial stages of content analysis through the production of a final product in hard copy format.	Books,
4.	Abstracting	Construct indicative, informative and critical abstracts.	Books
5.	Faceted thesaurus	Apply the techniques of thesaurus construction in the preparation of a faceted thesaurus that represents the conceptual content of a limited universe of entities.	Books,
6.	Index of electronic materials	Prepare a working index for one of a number of un-indexed bibliographic or electronic materials from the initial stages of content analysis through the production of a final product in hard copy format.	Books
6.	Indexing software	Use of indexing software	Books, computers and internet

