

Open Awards Qualification Unit



This unit forms part of a regulated qualification.

1 Unit Details

Unit Title:	Library Skills
Unit Reference Number:	M/617/8273
Level:	Level 1
Credit Value:	3
Minimum GLH:	27

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know about different genres of books	1.1 Outline differences between fiction and non-fiction books
	1.2 Describe key features of a non-fiction book
	1.3 Outline key features of sub-genres of fiction
2. Be able to catalogue library stock	2.1 Outline the process of cataloguing library stock
	2.2 Demonstrate the process for cataloguing library stock
	2.3 Demonstrate how to use a library catalogue to locate specific stock
3. Be able to issue and return library stock	3.1 Demonstrate creating an accurate record for a new user
	3.2 Outline the procedure for storing personal details
	3.3 Demonstrate using the library catalogue to issue and return stock