

SAQA Qualification Title: **Occupational Certificate: Library Assistant**
NQF Sub-Framework/ Qualification Type: **Higher Certificate**
Qualification ID: **94598**
Credits: **127**
Level: **5**

The purpose of this qualification is to prepare a learner to operate as a **Library Assistant**, **Library Assistants** issue and receive library materials, sort, and shelf information resources and assist the librarian in providing service to library users.

This qualification will enable you to:

- Assist library users in accessing basic library materials, e-resources and making interlibrary loans.
- Practice circulation and shelving of library materials.
- Maintain library records relating to the acquisition, and accessioning of books and other materials.
- Perform administration and auxiliary activities such as filing, word processing, keeping statistics and perform basic material repairs and maintenance.
- Assist with the delivery of outreach and reading development programmes, marketing and displays.

Entry Requirements:

- A National Senior Certificate.
- A National Certificate (Vocational) at NQF Level 4.
- An equivalent NQF Level 4 qualification.

Articulation options:

Horizontally:

- Occupational Certificate: Office Administrator: Public Service Administrator at NQF Level 5.

Vertically:

- Diploma: Library and Information Science, at NQF Level 6.
- Diploma: School Library and Information Science, at NQF Level 6.

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- Introduction to Libraries and Library Services (LIS), NQF Level 5, 8 Credits.
- Information retrieval and storage, NQF Level 5, 8 Credits.
- Marketing, Client Liaison and Supervision, NQF Level 5, 9 Credits.
- Library Administration, NQF Level 5, 8 Credits.

Total number of credits for Knowledge Modules: 33.

Practical Skill Modules:

- Relevant library and information resources identified and supplied to library, NQF Level 5, 9 Credits.
- Shelf material accurately according to the library classification systems, NQF Level 5, 7 Credits.
- Issue and receive library material from library members in a customer friendly manner, NQF Level 5, 7 Credits.
- Perform acquisitioning and physical processing of books and other library materials according to generally accepted library standards, NQF Level 5, 9 Credits.
- Perform administrative duties in a library, NQF Level 5, 9 Credits.
- Market libraries and making services attractive and inviting to users in order to improve a culture of reading, NQF Level 5, 10 Credits.

Total number of credits for Practical Skill Modules: 51.

Work Experience Modules:

- Information provision to library clients, NQF Level 5, 10 Credits.
- Circulation of library materials and customer care, NQF Level 5, 8 Credits.
- Acquiring processes and maintaining records of library material, NQF Level 5, 6 Credits.
- Support administrative processes in the library, NQF Level 5, 9 Credits.
- Support marketing, outreach and reading development programmes of the library, NQF Level 5, 10 Credits.

Total number of credits for Work Experience Modules: 43.