



**Australian Government**

# **Assessment Requirements for BSBLIB403**

## **Complete a range of cataloguing activities**

**Release: 1**

# Assessment Requirements for BSBLIB403 Complete a range of cataloguing activities

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

## Performance Evidence

Evidence of the ability to:

- create, edit and maintain catalogue records accurately, and in the process demonstrate:
  - sound knowledge of bibliographic and catalogue record components
  - knowledge of cataloguing standards
  - use of current industry systems
- complete activities within realistic workplace time constraints.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- reference cataloguing standards and systems used in Australian libraries endorsed by the Australian Committee on Cataloguing (ACOC)
- apply commonly used automated cataloguing systems and shared cataloguing networks
- analyse frequently occurring cataloguing problems
- describe principles of bibliographic description and access
- compare and contrast ways of preparing original and copy cataloguing records
- describe procedures for maintaining cataloguing records
- discuss copyright, moral rights and intellectual property issues and legislation that impact cataloguing.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Library – Information Management field of work and include access to:

- access to relevant policy and procedures documents
- use of current industry cataloguing tools, systems and standards.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>