



**Australian Government**

# **BSBLIB403 Complete a range of cataloguing activities**

**Release: 1**

## 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.

### Application

This unit describes the skills and knowledge required to design systems and structures related to copy and original descriptive cataloguing; to search, retrieve and edit material from existing records and to undertake general catalogue maintenance. This requires application of a sound knowledge of cataloguing standards and systems.

It applies to individuals in information services organisations, working according to established procedures and guidelines, with minimal supervision, and with responsibility for maintaining catalogues, as well as for copy and original descriptive cataloguing.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Library – Information Management

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Construct bibliographic descriptions	1.1 Apply relevant national and international standards and accepted variations when cataloguing material 1.2 Create original catalogue records for a variety of formats and check authority files following relevant standards 1.3 Ensure created records include sufficient and relevant access points for ease of retrieval by catalogue users 1.4 Construct descriptions to suit customer needs according to automated system and organisational procedures 1.5 Create item of records and statement of holdings

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
2 Locate, retrieve and transfer bibliographic information and records	<p>2.1 Search own cataloguing database to determine availability of existing bibliographic records for same or similar items</p> <p>2.2 Search external catalogues or databases to create copy catalogue records from suitable bibliographic records</p> <p>2.3 Download and upload bibliographic records to local system in line with organisational techniques and procedures</p>
3 Edit bibliographic records	<p>3.1 Check downloaded bibliographic records for accuracy and compliance with local cataloguing procedures</p> <p>3.2 Edit downloaded records as necessary according to system and organisational procedures</p> <p>3.3 Add item to records and holdings statements</p>
4 Provide cataloguing support	<p>4.1 Undertake appropriate catalogue maintenance to preserve integrity of local database</p> <p>4.2 Apply national systems and standards to facilitate database searching and future cataloguing</p> <p>4.3 Use data from shelf lists and relevant statistics captured by automated systems to inform cataloguing decisions</p> <p>4.4 Advise relevant personnel on the need for new authority records as necessary and according to organisational guidelines</p> <p>4.5 Consult with relevant personnel regarding cataloguing issues or problems and take appropriate action</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1-1.3, 2.1-2.3, 3.1, 3.2, 4.1-4.3	<ul style="list-style-type: none"> <li>Interprets procedures and documents to inform actions and critically analyses texts to enable completion of tasks</li> </ul>
Writing	1.2, 1.4, 1.5, 3.2, 3.3, 4.4, 4.5	<ul style="list-style-type: none"> <li>Translates technical information from source material into a meaningful form and communicates relationships between ideas and information in a style appropriate to audience and purpose</li> </ul>

Oral Communication	4.4, 4.5	<ul style="list-style-type: none"> <li>Conveys information related to work tasks clearly and succinctly and derives relevant information through engagement with colleagues in work-related discussions</li> </ul>
Numeracy	1.2, 1.3, 2.1-2.3, 3.1, 3.2, 4.1-4.3, 4.5	<ul style="list-style-type: none"> <li>Extracts and applies mathematical information embedded in a range of tasks and texts</li> </ul>
Navigate the world of work	1.1, 1.2, 1.4, 2.3, 3.1, 3.2, 4.2, 4.4	<ul style="list-style-type: none"> <li>Takes personal responsibility for following explicit and implicit policies, procedures and cataloguing standards</li> <li>Accepts responsibility and ownership for tasks and makes decisions on completion parameters and the need for coordination with others</li> </ul>
Interact with others	4.4, 4.5	<ul style="list-style-type: none"> <li>Collaborates and cooperates with others to achieve joint outcomes</li> </ul>
Get the work done	1.1-1.5, 2.1-2.3, 4.1-4.5	<ul style="list-style-type: none"> <li>Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes</li> <li>Makes routine decisions based on implementation of standard procedures</li> <li>Applies analytical processes to resolve technical or conceptual problems</li> <li>Uses a range of digitally based technologies to access, extract and share relevant information to achieve required outcomes</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB403 Complete a range of cataloguing activities	CULINM401A Complete a range of cataloguing activities	<p>Updated to meet Standards for Training Packages</p> <p>Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.</p>	Equivalent unit

## **Links**

Companion Volume implementation guides are found in VETNet -

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