



Australian Government

**BSBLIB602 Develop and monitor
procedures for the movement and storage of
collection material**

Release: 1

BSBLIB602 Develop and monitor procedures for the movement and storage of collection material

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 develop and monitor procedures for the movement and storage of collection material.

It applies to individuals who work autonomously within established guidelines, and often as a team leader.

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

Unit Sector

Library – Collection 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 Establish procedures for handling, moving and storing collection material	1.1 Assess key information about collection material 1.2 Assess internal and external factors that impact moving and storing collection material 1.3 Integrate current industry best practice in procedure development 1.4 Locate and consult with stakeholders on complex matters of movement and storage 1.5 Identify and address legal, insurance and other administrative requirements impacting handling, moving and storing collection material 1.6 Identify and assess work health and safety issues and

ELEMENT	PERFORMANCE CRITERIA
	legislative requirements 1.7 Document procedures for moving and storing collection material
2 Manage operations	2.1 Organise and monitor movement and storage arrangements according to agreed procedures and work requirements 2.2 Check movement and storage of collection material against schedules and allocated budgets, and take action to address problems 2.3 Evaluate information records to ensure completeness, currency, accuracy and compliance with legal, ethical and cultural constraints 2.4 Make adjustments and enhancements to record-keeping formats and systems based on ongoing review of records and feedback from users
3 Maintain procedures for moving and storing collection material	3.1 Consult with colleagues to obtain feedback on movement and storage procedures 3.2 Update procedures based on feedback and industry practice

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1-1.3, 1.5, 1.6, 2.2-2.4	<ul style="list-style-type: none"> Analyses and interprets a wide range of information for incorporation into organisational practices and procedures
Writing	1.3, 1.5, 1.7, 2.4, 3.2	<ul style="list-style-type: none"> Develops and updates detailed procedures which clearly and concisely define organisational systems and practices Develops documents using language understood by target audience
Oral Communication	1.4, 1.5, 2.4, 3.1	<ul style="list-style-type: none"> Elicits views and opinions of others and obtains information by listening and questioning Participates in a verbal exchange of ideas/solutions and uses inclusive and collaborative techniques to clarify and present information according to requirements and

		audience
Numeracy	2.2-2.4	<ul style="list-style-type: none"> Interprets and uses budgets to meet required outcomes Works effectively with numerical recordkeeping systems to manage and monitor storage collection materials and operations
Navigate the world of work	1.3, 1.5-1.7, 2.1-2.3, 3.1, 3.2	<ul style="list-style-type: none"> Works autonomously making high level decisions to achieve and improve organisational goals Develops and implements strategies to ensure organisational policies, procedures, timelines and regulatory requirements are met Monitors and reviews organisation's policies, procedures and adherence to legislative requirements to implement and manage change
Interact with others	1.4, 1.5, 2.4, 3.1	<ul style="list-style-type: none"> Uses a variety of strategies to build and maintain effective working relationships
Get the work done	1.1-1.7, 2.1-2.4, 3.1, 3.2	<ul style="list-style-type: none"> Sequences and schedules complex activities, monitors implementation and manages relevant communication Plans, organises, implements and reviews systems and processes to manage compliance within relevant regulations and legislation Accepts responsibility for planning, prioritising and sequencing complex tasks and workload Gathers and analyses data and seeks feedback to improve plans and processes Evaluates effectiveness of systems and processes to inform decisions on how to implement improvements Uses problem-solving techniques to identify and analyse issues Uses main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB602 Develop and monitor procedures for the movement and storage of collection material	CULCNM602A Develop and monitor procedures for the movement and storage of collection material	Updated to meet Standards for Training Packages Unit moved from	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		Library, Information and Cultural Services Training Package to Business Services Training Package.	

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>