



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CULLB506C Catalogue and classify material**

**Revision Number: 1**

## CULLB506C Catalogue and classify material

### Modification History

Not applicable.

### Unit Descriptor

**Unit descriptor**

This unit describes the performance outcomes, skills and knowledge required to analyse, catalogue and classify material to facilitate customer access.

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

### Application of the Unit

**Application of the unit**

This unit applies to information services professionals with highly developed technical skills and knowledge. The unit focuses on subject cataloguing and requires a sound understanding of bibliographic organisation methods and the ability to use interpretation and judgement to deviate from precedents where necessary.

A library technician working autonomously would generally undertake this role.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

**Prerequisite units**

Nil

## Employability Skills Information

**Employability Skills** The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1 Analyse content and format of material

- 1.1 Undertake appropriate *checking of material* in accordance with organisational procedures
- 1.2 Analyse subject content of material to reflect knowledge of general concepts and principles of bibliographic control, relevant standards and customer needs
- 1.3 Ensure analysis is suited to the needs of the organisation and its customer group/s
- 1.4 Determine priority of *material to be catalogued/classified*, identify urgent *cataloguing/classification* and take *appropriate action* promptly

**ELEMENT****PERFORMANCE CRITERIA****2 Catalogue material**

- 2.1 Create accurate records according to the standards, precedents and techniques adopted by the organisation and in accordance with industry standards
- 2.2 Select, evaluate and adapt precedents to meet specified needs
- 2.3 Ensure cataloguing reflects knowledge of, and meets, specified customer needs
- 2.4 Ensure choice of subject headings reflects content of material, knowledge of structure of chosen thesaurus, authorities, appropriate *cataloguing tools* and standards
- 2.5 Construct headings for more access points using standards and authorities lists
- 2.6 Format description in a standard way to enable easy identification of elements within the record
- 2.7 Take a systematic approach to material for which there are no precedents, or other complex material, and approach is reasonable given the nature of the material, and/or refer appropriately
- 2.8 Ensure cataloguing reflects awareness of changes in relevant cataloguing systems, tools and standards

**3 Classify material**

- 3.1 Use classification systems to reflect knowledge of their principles of organisation
- 3.2 Ensure choice of classification number reflects understanding of subject content and correct application of classification system
- 3.3 Use standard shelf-listing techniques correctly
- 3.4 Ensure classification enables customers and staff to locate material readily

**ELEMENT****PERFORMANCE CRITERIA**

- |   |  |
|---|--|
| <b>4 Contribute to maintenance and development of cataloguing practices</b> | <ul style="list-style-type: none"><li>4.1 Monitor work of self and others, and take appropriate action to enhance cataloguing consistency and quality</li><li>4.2 Monitor cataloguing system operation and take appropriate action to address problems</li><li>4.3 Create and/or maintain accurate records of materials/holdings in accordance with relevant national and organisational procedures</li><li>4.4 Ensure cataloguing systems reflect awareness of changes affecting relevant national and local networks and systems</li><li>4.5 Make constructive contributions to computer system selection, design, evaluation and implementation, in relation to cataloguing</li></ul> |
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## Required Skills and Knowledge

### Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

#### Required skills

- problem-solving skills to identify and respond to challenges in cataloguing systems
- critical thinking skills to make judgements about the appropriate use of systems based on a range of different factors
- planning and organisational skills to coordinate and monitor cataloguing processes
- literacy skills to analyse complex information materials and to work with cataloguing concepts and standards at a detailed level
- numeracy skills to work with classification systems.

#### Required knowledge

- commonly used cataloguing tools
- latest edition classification schemes
- subject access and control, including subject headings lists, thesauri and authority control procedures
- authority systems and files
- common automated cataloguing modules
- catalogue maintenance principles and activities
- ways of modifying and upgrading records to suit customer needs, including additional access points and the establishment of new authorities
- precedents and their use to inform cataloguing of complex materials
- national/international cataloguing standards
- copyright, moral rights and intellectual property issues and legislation that impact on cataloguing practices.

# Evidence Guide

## EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the following is essential:

- demonstrated accuracy and organisational abilities
- demonstrated skill in subject analysis
- sound knowledge of bibliographic and catalogue record components
- sound knowledge and understanding of cataloguing conventions
- practical demonstration of skills using current industry cataloguing systems.

### **Context of and specific resources for assessment**

Assessment must ensure:

- assessment conducted over a period of time to reflect the monitoring and implementation aspects of this unit
- access to strategic plans and relevant policies and procedures manuals
- access to current industry cataloguing and classification tools.

### **Method of assessment**

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- review of examples of cataloguing work, including original cataloguing, modification of records
- review of examples of authority file creation and maintenance.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

## EVIDENCE GUIDE

- CULLB505C Analyse and describe information materials.

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

*Checking of material* may include:

- checking of other information provider catalogues via the internet for existing record or close copy



## RANGE STATEMENT

***Material to be catalogued/classified*** may include:

- books, journals
- audio-visual items, CD-ROMs
- music
- maps
- toys
- games
- material in English or languages other than English
- unpublished material, e.g. manuscripts
- computer files and software
- electronic documents and journals
- network resources or microfilms

***Cataloguing/classification:***

- will include original cataloguing
- may include copy-based cataloguing where an existing record exists but requires original subject cataloguing or considerable modification

***Appropriate action*** to maintain and develop cataloguing practices may include:

- establishment of authority files for new headings that are devised
- adding and deleting data in authority files
- checking name and subject authorities added to database for errors and cross-referencing

***Cataloguing tools*** may include:

- Library of Congress rule interpretations
- Kinetica data entry manuals for different formats
- USMARC/Metadata coding manuals
- Library of Congress Name Authorities
- Serials in Australian Libraries on CD-ROM
- various gazetteers and other reference sources for name verification

***Cataloguing systems, tools and standards*** will be limited to the major ones used by the library and may include:

- AACR2, LCSH
- Dewey
- LC
- SEARS
- SCIS Subject Headings
- UDC
- MOYES

**RANGE STATEMENT**

- Cutter Sanborn

In manual indexes, entries may be ordered:

- alphabetically
- numerically
- alphanumerically
- taxonomically
- chronologically
- according to traditional rules or conventions

**Unit Sector(s)**

Not applicable.

**Competency field**

**Competency field**            Information Organisation and Management