Australian Government

Department of Education, Employment and Workplace Relations

CULINM301A Use established cataloguing tools

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CULINM301A Use established cataloguing tools

Modification History

Release	Comments
Release 1	This unit of competency first released with *CUL11 Library, Information and Cultural Services Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to use established cataloguing tools and standards at an introductory level.

Application of the Unit

This unit applies to individuals working in a library or information services context who apply a general understanding of cataloguing and bibliographic concepts in their job.
Work is generally undertaken under supervision.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Element	Performance Criteria
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

1. Select cataloguing tools	1.1 Access **sources of cataloguing rules and tools** relevant to organisation
	1.2 Develop an understanding of the **basic components and structure of bibliographic records**
	1.3 Identify the relevance of different cataloguing tools to particular areas of work
	1.4 Select appropriate cataloguing tools to complete specific **work activities**
2. Search and retrieve bibliographic records	2.1 Search online catalogues to determine availability of existing bibliographic records in local system
	2.2 Search other library catalogues or external databases to locate suitable bibliographic records
	2.3 Retrieve and download suitable bibliographic records to local system
3. Apply cataloguing standards	3.1 Check downloaded bibliographic records for accuracy according to cataloguing standards
	3.2 **Consult** with relevant colleagues regarding accuracy of bibliographic records

Required Skills and Knowledge

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

Required skills

- communication and teamwork skills to work collaboratively with colleagues
- literacy skills to interpret and follow cataloguing rules, standards and procedures
- numeracy skills to use numerical aspects of cataloguing systems
- self-management skills to:
    - prioritise work tasks and meet deadlines
    - follow workplace procedures
- technology skills to use current industry systems.

Required knowledge

- cataloguing tools used in libraries and information services in Australia endorsed by the Australian Committee on Cataloguing (ACOC)
- application of tools to different areas of work
- rationale behind cataloguing tools and systems in the broad library and information services context
- basic components and structure of bibliographic records, including descriptive cataloguing records and Machine Readable Cataloguing (MARC) formats
- basic knowledge of commonly used classification and subject heading schemes.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: - apply general knowledge of cataloguing tools and standards to work activities - demonstrate an understanding of cataloguing entries and components - use current industry systems, technologies and conventions.
Context of and specific resources for assessment	Assessment must ensure access to: - current cataloguing rules, technologies and systems - relevant policy and procedures documents.
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 - evaluation of copy catalogue records downloaded and edited by candidate - verbal or written questioning to assess knowledge of cataloguing rules and procedures. Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: CULINS301A Process and maintain information resources.

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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.

Sources of cataloguing rules and tools may include:	• Anglo-American Cataloguing Rules (AACR)
	• cataloguers desktop
	• International Standard Bibliographic Description (ISBD)
	• Libraries Australia Cataloguing standards
	• MARC coding formats
	• Resource Description and Access (RDA) toolkit
	• Schools Cataloguing Information Service (SCIS)
	• standard classification schemes, such as:
	   • Dewey Decimal Classification (DDC)
	   • Library of Congress Authorities (LCA)
	   • Universal Decimal Classification (UDC)
	• standard subject heading systems, such as Library of Congress Subject Headings (LCSH).

Basic components and structure of bibliographic records should include:	• author
	• cataloguing description
	• edition
	• Intentional Standard Bibliographic Description (ISBD) format
	• MARC format for catalogue records
	• material type
	• notes fields
	• physical description
	• publication details
	• resource identifiers, such as:
	   • International Standard Book Number (ISBN)
	   • International Standard Serial Number (ISSN)
	• title and statement of responsibility.

Work activities may include:	• basic copy cataloguing • checking classification numbers • checking downloaded records for accuracy • checking subject headings • maintaining and editing copy catalogue records • retrieving and downloading bibliographic records • searching online catalogues.

Consulting may relate to:	• checking correct bibliographic record has been downloaded • checking edited copy catalogue record for accuracy • checking correct procedures for cataloguing tasks.

Unit Sector(s)

Knowledge management - Information management