Australian Government

Department of Education, Employment and Workplace Relations

CULINM401A Complete a range of cataloguing activities

Release: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CULINM401A Complete a range of cataloguing activities

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 complete activities related to copy and original descriptive cataloguing, as well as general catalogue maintenance. The unit focuses on the application of a sound knowledge of cataloguing standards and systems.

Application of the Unit

This unit applies to individuals in information services organisations responsible for maintaining catalogues, as well as for copy and original descriptive cataloguing.
Work is undertaken according to established procedures and guidelines, with minimal 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.

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.*

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Elements and Performance Criteria

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

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Required Skills and Knowledge

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

Required skills

- communication and teamwork skills to liaise with colleagues
- literacy skills to:
    - interpret cataloguing standards
    - construct cataloguing entries
- numeracy skills to work with numerical features of cataloguing systems
- problem-solving skills to review and respond to database maintenance issues
- self-management skills to:
    - prioritise work tasks and meet deadlines
    - follow workplace procedures
- technology skills to use current industry cataloguing systems.

Required knowledge

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

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: - demonstrate accuracy in creating and editing catalogue records - apply sound knowledge of bibliographic and catalogue record components - use knowledge of cataloguing standards to maintain records - use current industry systems to undertake cataloguing activities - complete activities within realistic workplace time constraints.
Context of and specific resources for assessment	Assessment must ensure access to: - relevant policy and procedures documents - current industry cataloguing tools, systems and standards.
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 - review of records created by the candidate in relation to accuracy and completeness - review of catalogues which the candidate is responsible for maintaining - verbal or written questioning to assess knowledge of cataloguing procedures and systems. 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: CULINM402A Use integrated library management

	systems.

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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.

National and international standards *may include:*	• Anglo-American Cataloguing Rules (AACR)
	• Intentional Standard Bibliographic Description (ISBD)
	• Libraries Australia Cataloguing Standards (LACS)
	• Library of Congress Authorities (LCA)
	• Machine Readable Cataloguing (MARC) coding formats
	• Resource Description and Access (RDA)
	• Schools Cataloguing Information Service (SCIS)
	• standard classification schemes, such as:
	   • Dewey Decimal Classification (DDC)
	   • Universal Decimal Classification (UDC)
	• standard subject heading systems, such as Library of Congress Subject Headings (LCSH).

Cataloguing *relates to:*	• copy cataloguing • creating original catalogue records • descriptive cataloguing, including assigning access points • downloading and editing suitable bibliographic records to local system • established procedures • manipulating metadata to create records.

Formats may include:	- assistive technology devices - audiovisual items, such as: - CDs - DVDs - books - computer files and software - daisy - digital formats - e-books - e-journals or datasets - games - journals - kits - maps - material in English - material in languages other than English - microfilm and microfiche - multimedia items - music - online - print or electronic - toys - Universal Machine Readable Cataloguing (UNIMARC) - unpublished materials.
Access points may include:	- added entries - authors - headings for corporate bodies - illustrators - keywords - metadata - related headings - relevant subject headings - tags - titles, series titles or variant titles.
Item of records and statement of holdings may include:	- call numbers - disposal of records - information regarding access conditions, such as: - not for loan - prefixes to indicate shelved in specific collections, such as: - REF (reference)

	• DVD
	• housed off-site, such as:
	• archives
	• storage
	• restrictions, such as:
	• age
	• donor conditions
	• duration of loan period
	• embargoes
	• location details.
Catalogue maintenance may include:	• checking for duplicate bibliographic records • correcting holdings information • deleting or merging duplicate bibliographic records • re-cataloguing items • relocating items • updating files.
Systems and standards may include:	• AACR • DDC • LCA • LCSH • local protocols • MARC • metadata schemas • RDA • SCIS subject headings.
Informing cataloguing decisions may relate to:	• calculating size of collection or number of items catalogued over time • checking previously assigned call numbers or subject headings • identifying gaps in the collection • identifying missing or lost items • stocktaking procedures.

Relevant personnel may be:	• cataloguing colleagues in other libraries, such as:
	   • central cataloguing units
	   • national and state libraries
	• donors
	• members of cataloguing e-lists
	• more experienced staff
	• supervisors
	• system providers with responsibility for shared cataloguing networks.

New authority records may relate to:	• advising SCIS, Libraries Australia or central cataloguing unit of need for new authority files • new headings to be included in local procedures or system documentation • reporting and recording details for new name headings.

Unit Sector(s)

Knowledge management - Information management

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