



Australian Government

BSBINS404 Search library and information databases

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes the skills and knowledge required to search and analyse information from a range of bibliographic and full text databases, evaluate these against specific criteria, and then present this information to relevant stakeholders.

The unit applies to individuals who undertake regular database searches as part of their information services role. Work is undertaken with limited supervision and according to organisational and system guidelines.

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

Unit Sector

Technical Skills – Information Services

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. Identify and access databases	1.1 Identify range of databases available to information services providers 1.2 Differentiate between databases and internet websites as sources of information 1.3 Select databases to meet specific information needs 1.4 Use required procedures to access databases 1.5 Comply with copyright and licensing conditions relevant to use of databases
2. Construct searches	2.1 Conduct database searches using search techniques relevant to information needs

ELEMENT	PERFORMANCE CRITERIA
	2.2 Use databases to access required information 2.3 Consult manuals to refine or revise search strategies, where required
3. Present information	3.1 Evaluate search results to meet identified information needs 3.2 Organise and present information according to stakeholder needs

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Critically analyses information from a variety of sources and consolidates information to determine requirements
Writing	Records and completes organisational documents using clear language and correct spelling, grammar and terminology
Oral Communication	Uses appropriate techniques, including active listening and questioning, to clarify information and confirm understanding
Numeracy	Extracts and evaluates mathematical information embedded in a range of tasks and texts
Problem solving	Responds to predictable routine problems and implements standard or logical solutions
Self-management	Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes
Technology	Uses familiar digital technologies and systems to access information, search and enter data, present information, and use databases

Unit Mapping Information

Supersedes and is equivalent to BSBLIB407 Search library and information databases.

Links

Companion Volume Implementation Guide is found on VETNet -

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