



Australian Government

BSBINS516 Undertake cataloguing activities

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 coordinate and design systems and structures related to copy and original descriptive cataloguing; to search, retrieve and edit material from existing records and to undertake catalogue maintenance. This requires application of a sound knowledge of cataloguing standards and systems.

The unit applies to individuals in information services organisations, working according to established procedures and guidelines, with responsibility for maintaining catalogues, as well as for copy and original descriptive cataloguing.

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. Construct bibliographic descriptions	1.1 Identify and apply relevant 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 Confirm 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 record and statement of holdings
2. Coordinate location,	2.1 Search own cataloguing database and identify availability of

ELEMENT	PERFORMANCE CRITERIA
retrieval and transfer of bibliographic information and records	existing bibliographic records for same or similar items 2.2 Search external catalogues or databases, locate suitable bibliographic records, download and create copy catalogue records in local system 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 according to system and organisational procedures 3.3 Add item to records and holdings statements
4. Maintain cataloguing records	4.1 Undertake relevant catalogue maintenance to preserve integrity of local database 4.2 Identify the need for authority records according to organisational policies and procedures 4.3 Consult with relevant stakeholders regarding cataloguing issues or problems and take required action

Foundation Skills

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

SKILL	DESCRIPTION
Reading	Interprets procedures and documents to inform actions and critically analyses texts to enable completion of tasks
Writing	Translates technical information from source material into a meaningful form and communicates relationships between ideas and information in a style appropriate to audience and purpose
Oral Communication	Conveys information related to work tasks clearly and succinctly and derives relevant information through engagement with colleagues in work-related discussions
Numeracy	Extracts and applies mathematical information embedded in a range of tasks and texts
Self-management	- Takes personal responsibility for following explicit and implicit policies, procedures and cataloguing standards - Accepts responsibility and ownership for tasks and makes decisions on completion parameters and the need for coordination with others
Teamwork	Collaborates and cooperates with others to achieve joint outcomes

SKILL	DESCRIPTION
Technology	• Uses a range of digitally based technologies to access, extract and share relevant information to achieve required outcomes
Planning and organising	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes

Unit Mapping Information

BSBINS516 supersedes and is equivalent to BSBLIB403.

Links

Companion Volume Implementation Guide is found on VETNet -

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