# BSBINS604 Contribute to collection management

**Release: 1**

# BSBINS604 Contribute to collection management

## 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 assist with the selection, acquisition and evaluation of collections and resource materials, and the development of policies and procedures that guide this work.

The unit applies to individuals involved in managing collections in a library or information services context to meet stakeholder needs, working autonomously but in consultation with other colleagues and wider stakeholders.

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 |
|---------|----------------------|
| *Elements describe the essential outcomes.* | *Performance criteria describe the performance needed to demonstrate achievement of the element.* |
| 1. Review use of collections | 1.1 Identify usage data as basis for collection policies, to reflect and predict client demands and changing needs<br><br>1.2 Conduct a community needs assessment to assist with developing collection to reflect current and future needs<br><br>1.3 Source information on current and emerging trends and formats relevant to customer needs in relation to collections |
| 2. Apply collection strategies and policies information | 2.1 Apply collection management policies in libraries and information services organisations and recommend additions to collections<br><br>2.2 Research and identify emerging trends and technologies, which impact on access to the collection |

| ELEMENT | PERFORMANCE CRITERIA |
|---|---|
| | 2.3 Source information about supply options for library resources |
| | 2.4 Contribute to development of collection strategies that meet organisational objectives and customer needs |
| 3. Select and deselect materials | 3.1 Source bibliographic information, format types, costs and reviews of resources from a range of sources |
| | 3.2 Assess proposals according to organisational collection management policies |
| | 3.3 Maintain processes to review collections in line with collection strategies and policies |
| | 3.4 Identify allocation funding |
| | 3.5 Follow organisational procedures for selection and deselection of resources |
| | 3.6 Participate in weeding of materials according to established policies and practices, and recommend replacement titles, where required |

# 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 | • Synthesises and evaluates information from a broad range of complex texts and applies this knowledge to improve work practices and collections |
| Writing | • Summarises complex information and conveys sophisticated and original ideas appropriately for context and audience |
| Oral Communication | • Consults and negotiates with relevant stakeholders using detailed and clear language to contribute information and articulate ideas, and elicits views and opinions of others through active listening and questioning techniques |
| Enterprise and initiative | • Seeks to improve policies and procedures to better meet organisational goals |
| Teamwork | • Works independently and collectively in making decisions to achieve organisational outcomes<br>• Provides feedback to others to improve workgroup performance<br>• Provides support in field of expertise to team |
| Planning and organising | • Takes responsibility for planning, sequencing and monitoring complex tasks |

| Problem solving | • Uses problem solving techniques to identify and analyse issues |
|---|---|
| Technology | • Uses a range of digital technology and applications to access and filter data, and then extract, organise, integrate and share relevant information in effective ways |

# Unit Mapping Information

Supersedes and is equivalent to BSBLIB603 Contribute to collection management.

Supersedes but is not equivalent to:

- BSBLIB601 Research and document collection material
- BSBLIB602 Develop and monitor procedures for the movement and storage of collection material.

# Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

PwC's Skills for Australia