



Australian Government

Assessment Requirements for BSBLIB301 Catalogue objects into collections

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Performance Evidence

Evidence of the ability to:

- complete registration worksheets
- enter information from registration worksheets into catalogues.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and explain cataloguing tools
- explain organisational policies in relation to cataloguing and collection management
- explain how to locate and select copyright and intellectual property legislation that relates to:
 - intellectual property rights of owners
 - copyright in collection objects.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Library – Collection Management field of work and include access to:

- objects to be catalogued
- organisational policies and procedures for cataloguing and collection management
- cataloguing tools
- a working catalogue.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume implementation guides are found in VETNet -

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