



**Australian Government**

# **Assessment Requirements for BSBLIB305**

## **Use established cataloguing tools**

**Release: 1**

# Assessment Requirements for BSBLIB305 Use established cataloguing tools

## 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:

- apply general knowledge of cataloguing tools and standards to work activities
- demonstrate an understanding of cataloguing entries and components to search and retrieve records
- use current industry systems, technologies and conventions.

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 principal cataloguing tools used in libraries and information services in Australia endorsed by the Australian Committee on Cataloguing (ACOC)
- describe application of tools to different areas of work
- outline rationale behind cataloguing tools and systems in the broad library and information services context
- explain basic components and structure of bibliographic records, including descriptive cataloguing records and machine readable cataloguing (marc) formats
- describe commonly used classification and subject heading schemes.

## Assessment Conditions

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

- special purpose tools, equipment, materials and industry software packages
- current cataloguing rules, technologies and systems

- relevant policy and procedures documents.

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>