



Australian Government

BSBLIB305 Use established cataloguing tools

Release: 1

BSBLIB305 Use established cataloguing tools

Modification History

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

Application

This unit describes skills and knowledge required to select and use established tools, systems, technologies, conventions and standards to search, retrieve and validate data from catalogues at an introductory level.

It applies to individuals working in a library or information services context, under supervision, who apply a general understanding of cataloguing and bibliographic concepts in their job.

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

Unit Sector

Library – Information Management

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 Select cataloguing tools	1.1 Access sources of cataloguing rules and tools relevant to organisation 1.2 Develop an understanding of basic components and structure of bibliographic records 1.3 Identify relevance of different cataloguing tools to particular areas of work 1.4 Select appropriate cataloguing tools to complete specific work activities
2 Search and retrieve	2.1 Search online catalogues to determine availability of existing

ELEMENT	PERFORMANCE CRITERIA
bibliographic records	bibliographic records in local system 2.2 Search other library catalogues or external databases to locate suitable bibliographic records 2.3 Retrieve and download suitable bibliographic records to local system
3 Apply cataloguing standards	3.1 Check downloaded bibliographic records for accuracy according to cataloguing standards 3.2 Consult with relevant colleagues regarding accuracy of bibliographic records

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1-2.3, 3.1, 3.2	<ul style="list-style-type: none"> Interprets, consolidates and checks completeness and accuracy of information and data Interprets information from sources to identify relevant and key information
Writing	1.4, 3.2	<ul style="list-style-type: none"> Accurately records and completes information in organisational systems
Oral Communication	3.2	<ul style="list-style-type: none"> Provides key information and asks questions to clarify understanding
Numeracy	1.1, 1.2, 1.4, 2.1, 2.2	<ul style="list-style-type: none"> Interprets and uses mathematical information embedded in cataloguing systems
Navigate the world of work	1.1-1.3, 3.1	<ul style="list-style-type: none"> Follows workplace procedures and meets expectations associated with own role Maintains knowledge of cataloguing tools relevant to own role
Interact with others	3.2	<ul style="list-style-type: none"> Complies with work instructions and contributes to work group discussions
Get the work done	1.1, 1.4, 2.1-2.3	<ul style="list-style-type: none"> Plans and implements routine tasks and workload Analyses task requirements to decide on appropriate procedure to follow Uses familiar digital technologies and systems to

		access information, search and enter data, and communicate with others
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB305 Use established cataloguing tools	CULINM301A Use established cataloguing tools	Updated to meet Standards for Training Packages Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>