



Australian Government

Assessment Requirements for BSBLIB306 Process and maintain information resources

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:

- process and maintain a broad range of print, audiovisual and multimedia information resources according to established procedures
- apply a broad knowledge of classification systems and techniques for processing and maintaining information resources.

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:

- describe standard methods of organising and arranging materials, equipment and information, including:
 - arrangements designed to facilitate access to materials and information
 - common classification systems and formats
- discuss basic information technology security procedures
- identify and interpret organisational policies and procedures regarding processing, repair, maintenance, and disposal or replacement of damaged items
- describe a range of protective and security devices for materials in different formats
- identify work health and safety requirements
- identify safe manual-handling techniques
- describe types of damage and deterioration for print and electronic information, and different protection and storage options.

Assessment Conditions

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

- industry-current equipment and classification systems
- information resources to be processed and maintained
- relevant policy and procedures documents
- special purpose tools, equipment, material
- relevant industry software packages.

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>