Australian Government

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.

Application

This unit describes the skills and knowledge required to locate, check, record, store and maintain audiovisual, digital and print-based information.

It applies to individuals working in a library and information services context who are responsible for processing and maintaining information resources, generally under supervision and within established procedures.

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

Unit Sector

Library – 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 Undertake information processing tasks	1.1 Label and protect information resources appropriately and apply security measures
	1.2 Check outsourced shelf-ready items for processing according to organisational procedures
	1.3 Make suggestions for processing and storage, taking into account the expected life, use of, and demand for resources
	1.4 Record and process details of information resources according to organisational procedures and processing systems
	1.5 Promptly identify problems with processing systems and procedures and report to relevant personnel

ELEMENT	PERFORMANCE CRITERIA
2 Arrange resources to facilitate access	2.1 Check and organise information resources promptly for appropriate arrangement or classification
	2.2 Shelve printed resources according to required classification order and organisational requirements
	2.3 Arrange non-printed resources according to required classification systems
	2.4 Follow safety procedures, including safe manual-handling techniques when handling resources
3 Monitor resources	3.1 Regularly check resources for correct arrangement and promptly report missing or damaged resources
	3.2 Undertake basic maintenance and minor repairs of damaged resources and refer unresolved repairs to supervisor
	3.3 Move and transfer resources using procedures as required

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, 1.2, 1.4, 2.1-2.4, 3.1, 3.3	• Interprets, consolidates and checks completeness and accuracy of information and data
Writing	1.1, 1.4, 1.5,	• Accurately records and completes information in organisational systems
Oral Communication	1.3, 1.5, 3.2	• Interacts effectively in verbal exchanges, using active listening and questioning to convey and clarify information
Numeracy	1.4, 2.1-2.3, 3.1	• Identifies and comprehends mathematical information related to counting and checking information resources
Navigate the world of work	1.1, 1.2, 1.4, 1.5, 2.2-2.4, 3.3	• Recognises and follows explicit and implicit protocols, policies and procedures and meets expectations associated with own role • Seeks clarification or assistance when required
Interact with others	1.3, 1.5, 3.2	• Complies with work instructions and contributes to work group discussions using accepted conventions

Get the work done	1.1, 1.3, 1.5, 2.1, 3.1, 3.2	- Determines job sequence and works logically and systematically to undertake clearly defined tasks in a timely manner - Makes low-impact decisions within familiar situations, based on a range of pre-defined or routine solutions - Responds to predictable routine problems and implements standard or logical solutions - Uses digital technology for basic reading, recording and searching information, and for communications following routine procedures and security requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB306 Process and maintain information resources	CULINS301A Process and maintain information resources	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