



Australian Government

Assessment Requirements for BSBLIB401 Record and maintain collection information

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:

- access relevant information sources
- enter information into records accurately
- interpret and distil information for record-keeping purposes
- apply collection record-keeping formats and protocols.

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 describe copyright, moral rights, intellectual property and privacy issues and legislation relevant to keeping records of collections
- list key requirements of current industry record-keeping systems
- analyse and describe ethical and cultural issues that impact collection record-keeping, including those for Aboriginal or Torres Strait Islander material
- describe handling procedures and identification techniques for collection material
- locate and interpret information sources relevant to collections
- interpret organisational procedures and guidelines for collection record-keeping
- describe principles of access and accountability in collection record-keeping
- identify and explain sources of curatorial and conservation advice.

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:

- use of current industry record-keeping systems
- access to organisational procedures and guidelines, collection items and other relevant information sources.

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>