



Australian Government

BSBLIB401 Record and maintain collection information

Release: 1

BSBLIB401 Record and maintain collection information

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 source collection information, and focuses on the maintenance and integrity of collection material records.

It applies to individuals who work autonomously within established guidelines, with responsibility for planning, monitoring and completing work activities.

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

Unit Sector

Library – Collection 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 Record collection information	<ul style="list-style-type: none">1.1 Confirm collection material to be recorded, and associated timelines1.2 Handle material in a manner which ensures its integrity according to organisational access requirements1.3 Research relevant information sources to establish information for fields of information1.4 Enter data into collection records following organisational procedures and guidelines1.5 Follow legal constraints and cultural protocols regarding data protection and management1.6 Process records, applying suitable formats

ELEMENT	PERFORMANCE CRITERIA
2 Maintain information records	<p>2.1 Update or transfer information according to organisational policies and procedures</p> <p>2.2 Protect confidential information and adhere to copyright requirements for record storage</p> <p>2.3 Store records safely and according to organisational procedures</p>
3 Improve information recordkeeping	<p>3.1 Resolve record maintenance problems within scope of own job role or refer to relevant personnel as required</p> <p>3.2 Seek feedback on own work performance and note areas for improvement</p> <p>3.3 Identify opportunities to improve recordkeeping of collection information and recommend to relevant personnel</p>

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	1.3, 1.5, 1.6, 2.1-2.3, 3.1, 3.3	<ul style="list-style-type: none"> Interprets key information and data from a range of sources to determine and complete work requirements
Writing	1.1, 1.4, 1.6, 2.1, 3.1-3.3	<ul style="list-style-type: none"> Applies correct formats in line with organisational records processing policies and procedures Prepares recommendations for continuous improvement of records processing and recording Produces workplace documentation using appropriate vocabulary and formats, and correct grammatical structures and conventions
Oral Communication	1.1, 3.1-3.3	<ul style="list-style-type: none"> Listens and responds to instructions and feedback to ensure correct recording and maintenance of collection information Uses appropriate tone and language when communicating with others
Numeracy	1.1, 1.3-1.6, 2.1, 3.3	<ul style="list-style-type: none"> Interprets numerical information and applies basic mathematical calculations relating to measurement, tracking and retrieval of collections data Works with and complies with sequential numerical

		record-keeping systems requirements
Navigate the world of work	1.1, 1.2, 1.4, 1.5, 2.1-2.3, 3.1	<ul style="list-style-type: none"> Takes personal responsibility for meeting deadlines and following explicit and implicit policies, procedures and legislative or regulatory requirements
Interact with others	1.1, 3.1-3.3	<ul style="list-style-type: none"> Collaborates and cooperates with others to achieve outcomes
Get the work done	1.1-1.3, 3.1, 3.3	<ul style="list-style-type: none"> Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes Accepts responsibility for addressing predictable problems and initiates standard procedures in response, applying problem solving processes in determining a solution Uses digital technologies and systems to access information, search and enter data, present information and communicate with others, cognisant of data security and safety Uses analytical and lateral thinking to review practices and suggest improvements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB401 Record and maintain collection information	CULCNM403A Record and maintain collection information	<p>Updated to meet Standards for Training Packages</p> <p>Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.</p>	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>