![Australian Government](Australian Government logo with Commonwealth Coat of Arms)

BSBLIB407 Search library and information databases

Release: 1

BSBLIB407 Search library and information databases

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 search and analyse information from a range of bibliographic and full text databases, evaluate these against specific criteria, and then present this information to clients.

It applies to individuals who undertake regular database searches as part of their information services role. Work is undertaken with limited supervision and according to organisational and system guidelines.

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 Identify and access databases	1.1 Assess range of databases available to information services providers 1.2 Differentiate between databases and internet websites as sources of information 1.3 Select appropriate databases to meet specific information needs 1.4 Use required procedures to access databases 1.5 Comply with copyright and licensing conditions relevant to use of databases
2 Construct searches	2.1 Conduct database searches using a range of search techniques

ELEMENT	PERFORMANCE CRITERIA
	suited to information needs
	2.2 Use and manipulate features of databases to construct effective searches and access required information
	2.3 Consult online manuals and database search tips to refine or revise search strategies
3 Present information	3.1 Evaluate search results to identify information that meets needs
	3.2 Conduct further searches and evaluations and download as required
	3.3 Present or organise information in formats appropriate to customer needs
	3.4 Prepare reference lists as required according to standard referencing styles

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	1.1-1.5, 2.1-2.3, 3.1, 3.2,	• Critically analyses information from a variety of physical and electronic sources and consolidates information to determine requirements
Writing	1.3, 3.3, 3.4	• Accurately records and completes organisational documents using clear language and correct spelling, grammar and terminology
Oral Communication	3.3	• Uses appropriate techniques, including active listening and questioning, to clarify information and confirm understanding
Numeracy	1.1-1.3, 2.1-2.3, 3.1-3.3	• Extracts and evaluates mathematical information embedded in a range of tasks and texts
Navigate the world of work	1.1, 1.2, 1.4, 1.5, 3.3, 3.4	• Takes personal responsibility for following explicit and implicit policies, procedures and legislative requirements • Maintains knowledge of databases and sources of information necessary to perform role
Interact with		• Selects and uses appropriate conventions and protocols

others		when communicating with customers and co-workers in a range of work contexts
Get the work done	1.3, 1.4, 2.1- 2.3, 3.1-3.4	• Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes • Makes routine decisions based on implementation of standard procedures • Responds to predictable routine problems and implements standard or logical solutions • Uses familiar digital technologies and systems to access information, search and enter data and present information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB407 Search library and information databases	CULINS403A Search library and information databases	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