



**Australian Government**

# **BSBLIB502 Manage the development of collections**

**Release: 1**

## BSBLIB502 Manage the development of collections

### 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 determine collection needs to accession and de-accession collection material for galleries and collection bodies.

It applies to individuals who possess specialised knowledge, have a degree of autonomy and are responsible for managing all aspects of collections development.

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 Determine collection needs	1.1 Review collection material against organisational objectives and collection requirements 1.2 Determine priorities in consultation with key stakeholders
2 Assess collection material to be accessioned	2.1 Use options to identify material that could be accessioned to meet collection needs 2.2 Assess key internal and external factors that impact options 2.3 Obtain expert advice on material and its relevance to collections 2.4 Assess potential material for significance and relevance to collections according to organisational collection management policies

ELEMENT	PERFORMANCE CRITERIA
	<p>2.5 Examine records to establish provenance and confirm significance</p> <p>2.6 Identify resources required for accessioning collection material</p> <p>2.7 Develop recommendations for accessioning collection material according to collection needs</p>
3 Coordinate accessioning of collection material	<p>3.1 Seek approval for accessioning collection material</p> <p>3.2 Establish clear conditions for accessioning collection material according to organisational procedures and guidelines</p> <p>3.3 Organise appropriate resources to accession collection material according to approval and conditions</p> <p>3.4 Comply with legal, ethical and financial requirements and cultural protocols in the accession process</p> <p>3.5 Negotiate terms and organise transfer of rights according to organisational procedures</p> <p>3.6 Document agreements and terms according to organisational procedures and guidelines</p>
4 Coordinate de-accessioning of collection material	<p>4.1 Identify material to be de-accessioned from collections</p> <p>4.2 Consult with experts on the material to determine impact of de-accessioning on the collection</p> <p>4.3 Select options to de-accession material</p> <p>4.4 Develop and implement recommendations for de-accessioning collection material according to organisational policies and strategies</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	1.1, 2.1, 2.2, 2.4-2.6, 3.2, 3.4, 3.6, 4.1	<ul style="list-style-type: none"> <li>Analyses and compares collection material and documents to determine requirements</li> <li>Checks prepared documentation for compliance with terms, conditions and procedures for collection management</li> </ul>

Writing	1.2, 2.3, 3.1-3.3, 3.5, 4.2	<ul style="list-style-type: none"> <li>Prepares specific information conveying an understanding of outcomes and alternatives, and uses terminology appropriate to present to relevant personnel</li> <li>Ensures produced material reflects cultural protocols and legal, ethical and financial requirements</li> <li>Uses specific and appropriate language to develop accessioning and de-accessioning agreements and recommendations</li> </ul>
Oral Communication	1.2, 2.3, 2.7. 3.1, 3.5. 3.6, 4.2	<ul style="list-style-type: none"> <li>Initiates and participates in verbal exchanges of ideas and elicits views and opinions of others by listening and questioning</li> <li>Uses a range of persuasive responses appropriate to audience and environment, and makes comparisons which show an understanding of requirements</li> </ul>
Numeracy	3.4	<ul style="list-style-type: none"> <li>Interprets numerical information for compliance with financial requirements</li> </ul>
Navigate the world of work	1.1, 2.4, 3.2-3.6, 4.4	<ul style="list-style-type: none"> <li>Takes full responsibility for following policies, procedures and legislative requirements</li> <li>Takes responsibility for managing organisational policies, procedures, and protocols relevant to own role</li> </ul>
Interact with others	1.2, 2.3, 2.7. 3.1, 3.5. 3.6, 4.2	<ul style="list-style-type: none"> <li>Uses collaborative techniques to engage stakeholders and colleagues in consultations and negotiations</li> </ul>
Get the work done	1.1, 1.2, 2.1-2.7, 3.1-3.3, 4.1-4.4	<ul style="list-style-type: none"> <li>Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others taking into account capabilities, efficiencies and effectiveness</li> <li>Systematically gathers and analyses all relevant information and evaluates options to make decisions about accessioning and de-accessioning collection material</li> <li>Uses problem-solving techniques to identify and analyse issues</li> <li>Uses main features and functions of digital tools to complete work tasks and access information</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
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<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBLIB502 Manage the development of collections	CULCNM503A Manage the development of collections	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>