



Australian Government

Assessment Requirements for BSBLIB506 Maintain digital repositories

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:

- add to and remove resources from digital repositories using organisational policies and procedures, and ensuring the access and integrity of these
- create and edit metadata for digital repository resources.

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 access and preservation standards for digitisation
- discuss copyright, moral rights, digital rights management and intellectual property issues and legislation that impact digital repositories
- describe different digital file formats
- describe digital preservation techniques
- review information management principles for description and access
- maintain knowledge of current trends in digital repositories
- identify and describe licensing agreements covering digital resources
- reference metadata standards and systems used in Australian institutions, such as:
 - Anglo-American Cataloguing Rules (AACR)
 - Australian Government Location Service (AGLS)
 - Dublin Core
 - Machine Readable Cataloguing (MARC) and MARC21
- review organisational procedures regarding digital repositories.

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:

- industry-current systems and technologies for digital repositories
- relevant organisational policies, procedures and metadata standards
- special purpose tools, equipment, materials and industry software packages.

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>