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.

Application

This unit describes the skills and knowledge required to populate and manage digital collections of information resources.

It applies to individuals, working autonomously within established guidelines, with significant technical skills and knowledge in using, maintaining, improving and describing content and context of digital collections according to organisational and system guidelines.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1 Maintain knowledge of digital repositories	1.1 Research information sources to determine types and functions of digital repositories
	1.2 Review organisational procedures on digital repositories to ensure consistency with organisational policies
	1.3 Assess risks associated with digital repositories and refer to appropriate personnel as required
2 Manage resources for digital repositories	2.1 Locate and verify resources to add to the digital repository
	2.2 Provide information to relevant personnel regarding procedures and permissions for collecting and accessing resources
	2.3 Add resources to the digital repository using suitable software

ELEMENT	PERFORMANCE CRITERIA
	applications and equipment
	2.4 Maintain digital resources to ensure access and integrity
	2.5 Remove resources from the digital repository where required, following organisational procedures
3 Manage metadata for digital repositories	3.1 Create descriptive, technical and administrative metadata for digital repository resources according to organisational policies and procedures
	3.2 Edit digital repository metadata according to organisational policies and procedures

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	1.1-1.3, 2.1, 2.5, 3.2	• Interprets and critically analyses complex text to appropriately apply material to new or existing resources and distinguishes significant information from minor references
Writing	1.2, 1.3, 2.2, 2.3, 3.1, 3.2	• Provides clarity of meaning to directive and instructional text, and conveys detailed, accurate and concise descriptions of complex data
Oral Communication	1.3, 2.2,	• Uses clear and specific language to convey technical and complex information and instructions to colleagues
Numeracy	1.1, 1.2, 2.1, 2.3, 2.4	• Correctly interprets and provides numerical information embedded in complex information sources
Navigate the world of work	1.1, 1.2, 2.2, 2.5, 3.1, 3.2	• Takes full responsibility for following policies and procedures • Ensures knowledge of digital repositories is kept up-to-date to provide quality services
Interact with others	1.3, 2.2,	• Collaborates with others and shares information to optimise efficiency of operations
Get the work done	1.2, 1.3, 2.3-2.5, 3.1, 3.2	• Accepts responsibility for planning, prioritising and sequencing complex tasks and workload • Systematically gathers and analyses all relevant

		information and evaluates options to make informed decisions
		• Accepts responsibility for risk management, applying problem-solving processes to determine solutions
		• Fully utilises features of digital tools to complete complex tasks
		• Uses analytical and lateral thinking to create metadata that anticipates and accommodates access

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB506 Maintain digital repositories	CULICM501A Maintain digital repositories	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