



**Australian Government**

# **BSBLIB508 Analyse and describe information resources**

**Release: 1**

## BSBLIB508 Analyse and describe information resources

### 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 analyse and describe information resources in a range of formats so customers can easily retrieve information.

It applies to individuals who possess significant technical skills and knowledge to analyse and describe information materials according to national and international standards. Work is undertaken autonomously, within established guidelines.

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

### Unit Sector

Library – Information 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 Identify description requirements	1.1 Identify scope and likely use of resources 1.2 Assess customer requirements and expectations, including special needs 1.3 Determine appropriate type and structure of descriptions
2 Analyse resources	2.1 Use analysis and description tools and standards, precedents and techniques appropriate to the nature of the resources, including indexes 2.2 Analyse subject content of resources to clearly distinguish significant information from minor references 2.3 Integrate established general concepts and principles of

ELEMENT	PERFORMANCE CRITERIA
	<p>description and knowledge of relevant standards, authorities and legislations.</p> <p>2.4 Ensure concepts derived from analysis of resources are appropriate in context of the subject field</p>
3 Describe resources and format descriptions	<p>3.1 Create descriptions that represent concepts appropriately and reflect the overall purpose and intended use of the description</p> <p>3.2 Conform format of description to general conventions</p> <p>3.3 Develop a reference structure of descriptors to display relationships to assist customers</p> <p>3.4 Enhance description to meet identified customer needs</p>
4 Review description practices and procedures	<p>4.1 In consultation with colleagues, review description practices and procedures to ensure they take account of industry developments and meet customer needs</p> <p>4.2 Take appropriate action within scope of individual responsibility to enhance description practices and procedures</p> <p>4.3 Check descriptions regularly for internal consistency and compliance with established structure, rules and authorities</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	1.1-1.3, 2.1-2.4, 3.2-3.4, 4.1, 4.3	<ul style="list-style-type: none"> <li>Critically organises, analyses, evaluates and applies content from a wide range of potentially complex information, and distinguishes significant information from minor references</li> </ul>
Writing	3.1-3.4, 4.1-4.3	<ul style="list-style-type: none"> <li>Utilises sophisticated writing skills to summarise information from multiple sources and express precise meaning appropriate to audience and context</li> </ul>
Oral Communication	1.1, 4.1	<ul style="list-style-type: none"> <li>Interacts effectively in verbal exchanges, using active listening and questioning, to convey and clarify information</li> </ul>
Numeracy	2.1	<ul style="list-style-type: none"> <li>Selects and interprets mathematical information embedded in work with indexing concepts</li> </ul>

Navigate the world of work	2.1, 2.3, 3.2, 4.1-4.3	<ul style="list-style-type: none"> <li>• Works independently and collectively in making decisions to achieve organisational outcomes</li> <li>• Takes full responsibility for following policies, procedures and cataloguing standards</li> <li>• Seeks to improve policies and procedures to better meet organisational goals</li> </ul>
Interact with others	1.1, 4.1	<ul style="list-style-type: none"> <li>• Collaborates and cooperates with others to achieve joint outcomes</li> </ul>
Get the work done	1.1-1.3, 2.1-2.4, 3.1, 3.3, 3.4, 4.1	<ul style="list-style-type: none"> <li>• Plans, organises and implements work activities in line with organisational policies and procedures</li> <li>• Evaluates effectiveness of systems and processes to inform decisions on how to implement improvements</li> <li>• Systematically gathers and analyses all relevant information and evaluates options to make informed decisions</li> <li>• Applies analytical processes to resolve technical or conceptual problems</li> <li>• Uses analytical and lateral thinking to create descriptions that anticipate and accommodate ways in which customers may search for resources</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
BSBLIB508 Analyse and describe information resources	CULINM501A Analyse and describe information resources	<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>