



Australian Government

BSBLIB509 Provide subject access and classify material

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 analyse and catalogue complex material which requires application of bibliographic organisation methods and the ability to use interpretation and judgement to deviate from precedents where necessary.

It applies to information services professionals with highly developed technical skills who work autonomously to facilitate customer access to information.

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 Catalogue material	<p>1.1 Analyse subject content of material using knowledge of general concepts and principles of bibliographic control, relevant standards and customer needs</p> <p>1.2 Create records following organisational standards, precedents and techniques, and according to industry standards</p> <p>1.3 Evaluate and adapt precedents to meet specified needs</p> <p>1.4 Select appropriate subject headings and cataloguing tools and standards</p> <p>1.5 Construct sufficient headings to enhance access to information using standards and authorities lists</p> <p>1.6 Format description</p>

ELEMENT	PERFORMANCE CRITERIA
	1.7 Consult with colleagues to determine systematic and reasonable approaches to cataloguing complex material where no precedents exist
2 Classify material	<p>2.1 Use chosen classification systems to reflect knowledge of principles of organisation</p> <p>2.2 Select a classification number consistent with classification system that reflects understanding of subject content and provides ready access for customers and staff</p> <p>2.3 Check shelf list or online catalogue for previously assigned classification numbers for similar items</p>
3 Contribute to maintenance and development of cataloguing practices	<p>3.1 Maintain and apply knowledge of changes in cataloguing practices to enhance cataloguing consistency and quality</p> <p>3.2 Consult with colleagues regarding issues with cataloguing system operations or procedures and take appropriate action to address problems</p> <p>3.3 Create and maintain records of materials and holdings according to relevant national and organisational procedures</p> <p>3.4 Comply with legislation relevant to cataloguing practices</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, 2.2, 2.3, 3.1-3.4	<ul style="list-style-type: none"> Organises, analyses, evaluates and applies content from a range of structurally complex texts
Writing	1.1, 1.2, 1.5, 1.6, 3.2, 3.3	<ul style="list-style-type: none"> Utilises sophisticated writing skills to summarise information from multiple sources and express precise meaning appropriate to audience and context
Oral Communication	1.7, 3.2	<ul style="list-style-type: none"> Employs active listening skills to ensure understanding and expresses ideas and concepts in a manner and form appropriate to the audience
Numeracy	1.2, 1.4, 2.1-2.3, 3.1-3.3	<ul style="list-style-type: none"> Identifies and comprehends relevant mathematical information in familiar activities or texts

Navigate the world of work	1.1, 1.2, 1.4, 1.5, 2.1, 2.2, 3.1-3.4	<ul style="list-style-type: none"> • Works independently and collectively in making decisions to achieve organisational outcomes • Maintains knowledge of cataloguing practices relevant to own role • Takes full responsibility for following policies, procedures and legislative requirements • Seeks to improve policies and procedures to better meet organisational goals
Interact with others	1.7, 3.2	<ul style="list-style-type: none"> • Collaborates and cooperates with others to achieve joint outcomes
Get the work done	1.1, 1.3-1.5, 1.7, 2.2, 3.2	<ul style="list-style-type: none"> • Plans, organises and implements work activities in line with organisational policies and procedures, and legislative requirements • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Applies analytical processes to resolve technical or conceptual problems • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Identifies precedents and considers how they can be used or adapted to improve customer access to information resources • Uses main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB509 Provide subject access and classify material	CULINM502A Provide subject access and classify material	<p>Updated to meet Standards for Training Packages</p> <p>Unit moved from Library, Information and Cultural Services Training Package to Business Services</p>	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		Training Package.	

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>