



Australian Government

CUACNM611 Manage collection maintenance and preservation procedures

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Application

This unit describes the skills and knowledge required to establish, manage and evaluate procedures for the care, maintenance and preservation of collections. It involves assessing the needs of the collection, reviewing and updating maintenance and preservation procedures, establishing risk management strategies and ensuring the collection is maintained and preserved according to organisational policies and procedures.

The unit applies to those who work in leadership positions and who are responsible for the physical care of collections. It also involves the use of analytical, communication and planning skills, as well as knowledge of specific issues that apply to the care, maintenance, minimisation of risk and preservation of both print and electronic materials.

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

Unit Sector

Cultural services – 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. Review, update and communicate maintenance and preservation procedures	1.1 Assess care and maintenance needs of specific collections according to organisational policies and procedures 1.2 Assess need for and organise access to specialist expertise 1.3 Confirm preservation procedures comply with organisational policies and procedures 1.4 Review and update policies, systems and procedures for care, maintenance and preservation of material and anticipate and

ELEMENT	PERFORMANCE CRITERIA
	respond to problems and challenges that arise 1.5 Identify and incorporate organisational priorities and constraints when developing new and revising existing procedures 1.6 Communicate maintenance and preservation procedures to required personnel
2. Establish risk-management strategies and procedures	2.1 Identify key risk factors for digital and non-digital collections and assess organisational capability for addressing risk 2.2 Develop risk-management strategies for digital and non-digital collections according to organisational policies and procedures 2.3 Develop migration strategies to ensure preservation of data 2.4 Implement strategies and anticipate and respond to problems and challenges as required
3. Evaluate effectiveness of collection maintenance and preservation procedures	3.1 Establish systems for regularly monitoring collection maintenance and preservation procedures 3.2 Monitor implementation of procedures and identify aspects needing attention 3.3 Assess the application of safe and secure work practices and address problems as required 3.4 Contribute to monitoring collection development and digital preservation policies of the organisation 3.5 Consult with colleagues on a regular basis and obtain feedback on maintenance and preservation procedures 3.6 Improve procedures and identify opportunities for own professional development using feedback and outcomes from monitoring staff performance and activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	Identifies opportunities to improve own skills or knowledge using feedback
Oral communication	- Uses sophisticated listening and questioning techniques - Discusses complex ideas and concepts with different stakeholders, including collection specialists and colleagues - Explains procedures and instructions to others, using language applicable for audience

SKILL	DESCRIPTION
Reading	• Interprets and critically analyses complex text, including ideas and opinions of others and applies general information to specific contexts
Writing	• Modifies and creates material that incorporates synthesis of knowledge and information using appropriate terminology and cohesive language in a format applicable for purpose • Conveys detailed and specific information and instructions requiring concise use of vocabulary, syntax and grammar
Initiative and enterprise	• Shows awareness of the importance of data security and ensures that digital preservation policies and procedures are implemented
Planning and organising	• Shows awareness of the importance of data security and ensuring that digital preservation policies and procedures are implemented
Problem solving	• Identifies issues and generates and evaluates solutions using formal analytical and lateral thinking techniques • Takes full responsibility for risk management and applies problem solving processes to issues
Self-management	• Works autonomously and makes high level decisions according to organisational policies and procedures
Teamwork	• Builds and maintains effective working relationships using different communication tools and strategies • Shares knowledge, information and experience openly as an integral part of the working relationship
Technology	• Creates, accesses and manages metadata using digital technologies

Unit Mapping Information

Supersedes and is equivalent to CUACNM601 Manage collection maintenance and preservation procedures.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>