



Australian Government

Department of Education, Employment and Workplace Relations

CULLB302C Use cataloguing tools

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to use established cataloguing tools and rules at an introductory level.

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

Application of the Unit

Application of the unit

This unit applies to individuals working in an information services context who require a general understanding of the concept of bibliographic control. As such the unit underpins other cataloguing units. Work is generally undertaken under supervision.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Select cataloguing tools

- 1.1 Identify and access sources of cataloguing rules and tools in consultation with colleagues
- 1.2 Correctly interpret cataloguing rules and tools and their application
- 1.3 Evaluate the relevance of different *cataloguing tools* to particular areas of work
- 1.4 Select appropriate cataloguing tools to complete *specific work activities*

2 Apply cataloguing tools

- 2.1 Follow cataloguing rules correctly in the creation of entries/records
- 2.2 Check records/entries for accuracy

Required Skills and Knowledge

Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- technology skills to use current industry systems
- literacy skills to interpret cataloguing rules
- numeracy skills to use numerical aspects of cataloguing systems.

Required knowledge

- cataloguing tools used in libraries/information services in Australia, including USMARC, MARC 21, LCSH, AACR2 and ISBD
- application of tools to different areas of work
- rationale behind cataloguing tools and systems in the broad library/information services context.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- general knowledge and accurate application of cataloguing tools and rules
- knowledge of cataloguing entries and their components
- practical demonstration of skills using current industry systems/technologies/conventions.

Context of and specific resources for assessment

Assessment must ensure:

- access to current cataloguing rules, technologies and systems
- access to relevant policies and procedures manuals.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- evaluation of entries/records constructed by the candidate
- oral or written questioning to assess knowledge of cataloguing rules and procedures.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- CULLB401C Assist customers to access information
- CULLB203C Develop and use information literacy skills.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Cataloguing tools used must include:

- ISBD
- AACR2
- USMARC

Specific work activities may include:

- basic copy cataloguing
- searching catalogues
- construction of basic ISBD entry
- basic MARC coding

Unit Sector(s)

Not applicable.

Competency field

Competency field Information Organisation and Management