Australian Government
Department of Education, Employment and Workplace Relations

CULLB604C Manage care and maintenance of the collection

Revision Number: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

CULLB604C Manage care and maintenance of the collection

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to establish and manage procedures for the preservation, storage and display of information materials.
	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 with a strategic responsibility for the physical care of an information collection. It requires the application of significant analytical, communication and planning skills combined with knowledge of the specific issues that apply to care and maintenance of information materials, both print and electronic. Work is undertaken autonomously, but in consultation with others.
	There is a strong link between this unit and other preventive conservation units which deal with the protection of cultural materials.

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 Establish procedures for collection care and maintenance	1.1	Assess the *collection care and maintenance* needs of the specific collection based on knowledge of *requirements for different types of information materials*
	1.2	Assess the need for, and organise appropriate access to, specialist expertise
	1.3	Develop appropriate policies, systems and procedures for preservation, conservation, repair and maintenance of material
	1.4	Take account of *organisational priorities and constraints* in the development of procedures

ELEMENT	PERFORMANCE CRITERIA
	1.5 Communicate procedures to all staff on appropriate aspects of care and maintenance
2 Establish risk management strategies and procedures	2.1 Identify key *risk factors* for the collection and assess organisational capability to address risk
	2.2 Develop appropriate risk management strategies to prevent or minimise loss or damage in key areas
3 Monitor collection care and maintenance	3.1 Organise and monitor care and maintenance arrangements in accordance with agreed procedures and the requirements for particular work situations
	3.2 Monitor the application of safe and secure work practices and take action to address any problems
	3.3 Consult with colleagues on a regular basis to obtain feedback on care and maintenance procedures

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Required Skills and Knowledge

Required Skills and knowledge

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

Required skills

- communication skills to consult and communicate with a wide range of stakeholders, including collection specialists and colleagues
- planning and organisational skills to develop and manage policies, strategies and processes for collection care in an integrated way
- problem-solving skills to analyse strategic issues, including risk management challenges, and to develop appropriate responses
- literacy skills to interpret and communicate complex ideas and concepts
- numeracy skills to assess and develop resource strategies for collection care.

Required knowledge

- overall management strategies for storage, display, preservation and conservation of different types of information materials
- risk factors for different types of information materials
- nature of co-operative arrangements that exist between information services providers in relation to care and maintenance
- issues that affect the care and maintenance of specific types of information materials, including both print and electronic
- copyright, moral rights and intellectual property issues that affect collection care and management
- cultural protocols that impact on collection care and management, including those for Aboriginal or Torres Strait Islander material.

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: - ability to develop care and maintenance procedures to meet a specific information collection and organisational need - knowledge and understanding of issues affecting storage, conservation and preservation of materials - sound knowledge of the organisation's collection development policies and procedures - practical demonstration of skills through the development and monitoring of procedures for a specific information collection.
Context of and specific resources for assessment	Assessment must ensure: - access to relevant policies and procedures manuals - access to a collection for which procedures may be developed.
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 procedures developed by the candidate for a particular collection or workplace situation - evaluation of collection management procedures developed by the candidate in response to a range of different collection scenarios - review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

EVIDENCE GUIDE

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

- other collection management or general management units.

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.

Information services providers include may include:	• libraries (public, private, corporate, school, university etc.) • museums, galleries and archives • record management units • government departments, agencies or shopfronts • business and financial information units • information units within a parent organisation • community advisory organisations or bureaus
Collection care and maintenance may relate to:	• storage • display • ongoing maintenance • risk management, e.g. loss, damage, disaster • electronic system management
Requirements for different types of information materials may relate to:	• environmental conditions e.g. humidity, light, dust • access or usage limitations • protection of aging materials • need for cooperative storage • specific display requirements
Organisational priorities and constraints may relate to:	• information access policies • current public programs or other activities • budgetary constraints • available expertise • space limitations • cooperative storage arrangements
Risks factors may include:	• theft • vandalism

RANGE STATEMENT

- incompetence
- fire
- soot
- water damage
- acidic paper
- age and decay of bindings
- structural collapse e.g. shelves
- relocation
- computer malfunction

Unit Sector(s)

Not applicable.

Competency field

Competency field   Information Organisation and Management

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