



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CULLB605C Manage collection development**

**Revision Number: 1**

## CULLB605C Manage collection development

### Modification History

Not applicable.

### Unit Descriptor

**Unit descriptor**

This unit describes the performance outcomes, skills and knowledge required to evaluate and review the use of collections, to develop and maintain policies, and to manage processes for the selection, acquisition and disposal of 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 collection development and management in an information services context. It requires the application of significant analytical, communication and planning skills combined with an in-depth knowledge of information services trends and practice. Work is undertaken autonomously but in consultation with other colleagues and wider stakeholders.

### 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 Evaluate and review use of the collection

- 1.1 Develop *mechanisms for the acquisition and maintenance of data on collection use* and reasons for demand/lack of demand
- 1.2 Evaluate and review usage data as the basis for collection policies which reflect and anticipate customer demands and changing needs

#### 2 Develop collection strategies and policies

- 2.1 Develop collection strategies and policies which reflect the organisation's directions and strategies, and awareness of *relevant constraints*, including cultural considerations
- 2.2 Consult with *key stakeholders* in relation to collection strategies and policies
- 2.3 Develop collection strategies and policies which incorporate an appropriate mix of in-house collection and access to information from remote sources

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	<p data-bbox="549 302 1300 380">2.4 Integrate <i>current and emerging industry trends</i> into collection strategies</p> <p data-bbox="549 403 1300 560">2.5 Ensure collection strategies and policies reflect evaluation of the collection use, availability of alternative formats for information and potential resource sharing</p> <p data-bbox="549 582 1300 705">2.6 Integrate the potential for appropriate <i>co-operative projects</i> with other information providers into strategies and policies</p>
<b>3 Manage selection, acquisition and disposal of materials</b>	<p data-bbox="549 795 1300 918">3.1 Establish and monitor processes to coordinate and control the selection, acquisition and disposal of materials in accordance with policies</p> <p data-bbox="549 940 1300 1019">3.2 Assess resource implications of selection and communicate to the appropriate staff</p> <p data-bbox="549 1041 1300 1164">3.3 Establish and maintain <i>processes to review the collection</i> in line with collection strategies and policies</p> <p data-bbox="549 1187 1300 1258">3.4 Initiate appropriate collaborative or cooperative projects to benefit the organisation's customers</p>

## Required Skills and Knowledge

### Required Skills and knowledge

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

#### Required skills

- communication skills to initiate collaborative projects, to communicate and introduce change, and to undertake consultation processes on strategic and operational issues with a wide range of stakeholders and colleagues
- critical thinking skills to analyse and integrate a wide range of concepts to create coherent policy and strategic positions
- planning and organisational skills to develop and manage policies, strategies and processes in an integrated way
- problem-solving skills to analyse strategic issues and challenges and to develop appropriate responses
- literacy skills to interpret varied and complex information and ideas
- numeracy skills to assess and develop resource strategies for collection development.

#### Required knowledge

- mechanisms for research of collection use and applicability of different mechanisms to different contexts
- current and emerging industry trends in relation to collection development in an information services context
- detailed understanding of selection and acquisition processes and procedures
- collection development policies in libraries and information agencies, including selection, weeding and stocktaking policies
- types of co-operative projects that exist between different information services providers
- copyright, moral rights and intellectual property legislation and issues that impact on collection development policies
- legal issues that impact on collection development, e.g. Archives Act, disposal schedules, Copyright Act and amendments
- cultural protocols that affect the development of collection strategies.

# 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:

- practical demonstration of skills through the development of collection policies and strategies, addressing requirements and constraints for a specific workplace context
- in-depth knowledge of information services practices and trends.

### **Context of and specific resources for assessment**

Assessment must ensure:

- access to relevant policies and procedures manuals
- access to a collection for which management strategies and policies 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 strategies and policies developed by the candidate to meet a specific workplace need
- evaluation of strategies and policies developed by the candidate adapted to different context and situations.

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

- CULLB509C Select and acquire information materials.

## 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.

***Mechanisms for the acquisition and maintenance of data on collection use*** may include:

- informal feedback from customers and other staff
- surveys and other investigations
- regular review of collection against organisational objectives
- community consultations
- interviews
- analysis of collection usage

***Relevant constraints*** may include:

- information provider's priorities
- legislative requirements
- ethical considerations
- intellectual property issues
- licensing and other legal agreements
- finances
- economics of alternative forms of, and access to, information
- care and maintenance capability
- cultural protocols

***Key stakeholders*** may include:

- customers/community
- other information providers
- boards of management
- local councils
- information specialists

***Current and emerging industry trends*** may relate to:

- changes in usage patterns
- change in customer profile
- technological developments
- economic trends

## RANGE STATEMENT

*Co-operative projects* may take place with:

- related organisations
- other libraries and information agencies in Australia and overseas
- providers of networked information
- other commercial vendors

*Processes to review the collection* may include:

- review of organisational policies and procedures manuals
- review of strategic plans
- conspectus procedures
- quality assurance processes, e.g. customer feedback, organisational requirements

## Unit Sector(s)

Not applicable.

## Competency field

**Competency field**

Information Organisation and Management