



Australian Government

Department of Education, Employment and Workplace Relations

CULCNM301A Catalogue objects into collections

Release: 1

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Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to organise and catalogue collection objects for future access.

Application of the Unit

This unit applies to individuals working in museums, galleries, cultural centres and other organisations that hold collections, who are responsible for organising and cataloguing collection objects.

In large organisations, this role may be undertaken by specialist staff. However in many community-based organisations, volunteers and committee members may catalogue objects into collections.

Work may be undertaken under some supervision, within established policies and procedures.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Prepare to catalogue objects	<p>1.1 Discuss the <i>purpose and benefits</i> of cataloguing collection objects with <i>relevant personnel</i></p> <p>1.2 Become familiar with relevant organisational <i>policy documents</i></p> <p>1.3 Use <i>cataloguing tools</i> to complete <i>registration worksheets</i> and establish <i>supplementary files</i></p> <p>1.4 Establish <i>digital files</i> relating to collections</p>
2. Process objects	<p>2.1 <i>Enter objects</i> into organisational registration book or collections database observing relevant policies and procedures</p> <p>2.2 Assign and fix registration numbers to <i>objects</i></p> <p>2.3 Enter information from registration worksheets into catalogues</p> <p>2.4 <i>Update catalogue information</i> observing organisational policies and processes</p> <p>2.5 Seek assistance from colleagues as required</p>
3. Contribute to reviews of workplace procedures	<p>3.1 Act on feedback from relevant personnel to improve own performance</p> <p>3.2 Discuss aspects of cataloguing procedures that could be improved with relevant personnel</p> <p>3.3 Participate in workplace reviews as required</p>

Required Skills and Knowledge

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

Required skills

- communication and teamwork skills to:
 - seek and clarify information
 - complete workplace documentation
 - work collaboratively with others
- learning skills to:
 - seek expert assistance as required
 - improve cataloguing skills by acting on feedback about own performance in job role
- literacy skills to:
 - use authority lists and thesauruses
 - describe objects visually
 - create and interpret metadata
 - create keywords
 - transcribe inscriptions and markings
 - report condition of collection items
- numeracy skills to:
 - work with registration numbering processes
 - use catalogue tools to measure objects
- observational skills to identify inscription and markings
- research skills to:
 - investigate history of objects
 - investigate and validate restrictions to the object that may need to be included in the catalogue entry
- self-management skills to:
 - prioritise work tasks and meet deadlines
 - follow workplace procedures
- technical skills to:
 - handle objects to maintain integrity
 - use cataloguing databases.

Required knowledge

- cataloguing tools
- metadata concepts
- organisational policies in relation to cataloguing and collection management
- sources of information for research purposes
- copyright and intellectual property legislation that relates to:
 - intellectual property rights of owners
 - copyright in collection objects.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • complete registration worksheets • enter information from registration worksheets into catalogues • follow organisational policies and procedures.
Context of and specific resources for assessment	<p>Assessment must ensure access to:</p> <ul style="list-style-type: none"> • objects to be catalogued • organisational policies and procedures for cataloguing and collection management • cataloguing tools • a working catalogue.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • demonstration of cataloguing objects • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • review of cataloguing entries • verbal or written questioning to assess knowledge of general principles and processes of cataloguing. <p>Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).</p>
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> • CULCNM303A Move and store collection material.

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.

<i>Purpose and benefits</i> may relate to:	<ul style="list-style-type: none"> enhancing administration enriching cultural value.
<i>Relevant personnel</i> may include:	<ul style="list-style-type: none"> collection manager curator donor registrar subject matter expert.
<i>Policy documents</i> may include:	<ul style="list-style-type: none"> application of metadata collection policies containing information, such as: <ul style="list-style-type: none"> criteria guiding object acquisition procedures for collection: <ul style="list-style-type: none"> care conservation documentation and recordkeeping loans storage statement of purpose guidelines for review of policies, including who is authorised to review them and the scope and frequency of reviews statements of purpose, including: <ul style="list-style-type: none"> functions geographic location reviews of statements subject area time period.
<i>Cataloguing tools</i> may relate to:	<ul style="list-style-type: none"> authority lists and thesauruses computer and cataloguing software for electronic cataloguing examining objects using: <ul style="list-style-type: none"> latex or powder-free nitrile gloves metric ruler retractable metric measuring tape soft metric measuring tape

	<ul style="list-style-type: none"> • white cotton gloves • stationery for manual cataloguing, such as: <ul style="list-style-type: none"> • blank registration worksheets • folder for registration worksheets • plastic sleeves for registration worksheet • soft B pencils (2B or 4B) and eraser.
Registration worksheets may contain:	<ul style="list-style-type: none"> • discretionary fields, such as: <ul style="list-style-type: none"> • condition and completeness • exhibition history • inscriptions and markings • notes • requirements for handling, storage and display • significance to collections • title • when and where object is used • mandatory fields, such as: <ul style="list-style-type: none"> • acquisitions details • cataloguer • current location • description • dimensions • keywords or index terms • object name • producer/maker's details • restrictions • storage location • supplementary hard copy and digital files • when and where object was made • unique record of information about objects.
Supplementary files may include:	<ul style="list-style-type: none"> • correspondence • history • images • receipt of purchase • reference material • research material.
Digital files may include:	<ul style="list-style-type: none"> • correspondence • documents • emails • images with details, such as: <ul style="list-style-type: none"> • date

	<ul style="list-style-type: none">• description• rights information• source and owner• links to catalogue records• requests for information or addition to object data• research material.
<i>Enter objects</i> may refer to:	<ul style="list-style-type: none">• formal entries of information, such as:<ul style="list-style-type: none">• acquisition date• acquisition method• comments• object name and description• registration date• source's name and address• hard copy primary reference• unique registration number.
<i>Objects</i> may be:	<ul style="list-style-type: none">• paper• textile• three dimensional.
<i>Update catalogue information</i> may relate to:	<ul style="list-style-type: none">• change to location of objects• deaccessioning of objects• new information.

Unit Sector(s)

Cultural services - Collection management