



Australian Government

BSBINS305 Participate in cataloguing activities

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes skills and knowledge required to undertake cataloguing activities using established tools, systems, technologies, conventions and standards to search, retrieve and validate data from catalogues at an introductory level.

The unit applies to individuals working in a library or information services context, under supervision, who apply a general understanding of cataloguing and bibliographic concepts in their job.

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

Unit Sector

Technical Skills – Information Services

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. Select cataloguing tools	1.1 Access sources of cataloguing rules and tools relevant to organisation 1.2 Identify basic components and structure of bibliographic records 1.3 Identify relevance of different cataloguing tools to various areas of work 1.4 Select relevant cataloguing tools to complete cataloguing requirements, according to organisational policies and procedures
2. Search and retrieve bibliographic records	2.1 Search online, library and external catalogues and identify availability of existing bibliographic records 2.2 Locate relevant bibliographic records 2.3 Retrieve and download relevant bibliographic records to local

	system
3. Apply cataloguing standards	3.1 Check downloaded bibliographic records for accuracy according to cataloguing standards and organisational policies and procedures 3.2 Consult with relevant colleagues regarding accuracy of bibliographic records and refer issues to relevant stakeholders

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
Reading	- Interprets, consolidates and checks completeness and accuracy of information and data - Interprets information from sources to identify relevant and key information
Writing	Records and completes information in organisational systems
Oral Communication	Provides key information and asks questions to clarify understanding
Numeracy	Interprets and uses mathematical information embedded in cataloguing systems
Teamwork	Complies with work instructions and contributes to work group discussions
Planning and organising	Plans routine tasks and coordinates own workload
Technology	Uses familiar digital technologies and systems to access information, search and enter data, and communicate with others

Unit Mapping Information

Supersedes and is equivalent to BSBLIB305 Use established cataloguing tools.

Supersedes but is not equivalent to BSBLIB301 Catalogue objects into collections.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBINS305 Participate in cataloguing activities

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- select, search, and retrieve relevant bibliographic record on at least five occasions.

In the course of the above, the candidate must:

- use current industry systems, technologies and conventions
- apply cataloguing standards.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- cataloguing standards and organisational policies and procedures
- common cataloguing tools used in libraries and information services endorsed by relevant committee or similar
- application of tools to different areas of work
- key components and structure of bibliographic records
- key features of classification and subject heading schemes.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- special purpose tools, equipment, materials and industry software packages relevant to performance evidence
- current cataloguing rules, technologies and systems
- standards and organisational policies and procedures documents relevant to cataloguing activities.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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