



Australian Government

BSBLIB301 Catalogue objects into collections

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

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

It applies to individuals who work under some supervision and have responsibility for ensuring work is of a high standard and completed according to established policies and procedures.

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

Unit Sector

Library – Collection Management

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 Prepare to catalogue objects	1.1 Discuss purpose and benefits of cataloguing collection objects with relevant personnel 1.2 Become familiar with relevant organisational policy documents 1.3 Use cataloguing tools to complete registration worksheets and establish supplementary files 1.4 Establish digital files relating to collections
2 Process objects	2.1 Enter objects into organisational registration book or collections database, observing relevant policies and procedures 2.2 Assign and fix registration numbers to objects

ELEMENT	PERFORMANCE CRITERIA
	2.3 Enter information from registration worksheets into catalogues 2.4 Update catalogue information observing organisational policies and processes 2.5 Seek assistance from colleagues as required
3 Contribute to reviews of workplace procedures	3.1 Act on feedback from relevant personnel to improve own performance 3.2 Discuss aspects of cataloguing procedures that could be improved with relevant personnel 3.3 Participate in workplace reviews as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.2, 1.3, 2.1, 2.4, 3.2	- Interprets specific information to determine and complete work requirements - Identifies key facts in a range of data, and reviews for accuracy
Writing	2.1-2.4	Completes workplace documentation accurately and legibly using technically specific language in line with industry and organisational requirements
Oral Communication	1.1, 2.5, 3.2, 3.3	- Participates in verbal exchanges using appropriate tone and language - Uses techniques such as listening, questioning and paraphrasing to confirm understanding
Numeracy	1.1, 1.3, 2.2	Interprets and applies numerical sequencing and basic mathematics relating to measurements
Navigate the world of work	1.2, 2.1, 2.4, 2.5, 3.3	- Understands roles and responsibilities in relation to cataloguing tasks making basic decisions on work completion parameters and seeking assistance when necessary - Recognises and follows relevant explicit and implicit protocols, policies and procedures and meets expectations associated with own role

Interact with others	1.1, 2.5, 3.2, 3.3	Complies with work instructions and contributes to work group discussions using accepted conventions
Get the work done	1.3, 1.4, 2.1- 2.4, 3.1	- Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes - Makes routine decisions based on implementation of standard procedures - Uses main features and functions of digital tools to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB301 Catalogue objects into collections	CULCNM301A Catalogue objects into collections	Updated to meet Standards for Training Packages Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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