



Australian Government

BSBLIB401 Record and maintain collection information

Release: 1

BSBLIB401 Record and maintain collection information

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 source collection information, and focuses on the maintenance and integrity of collection material records.

It applies to individuals who work autonomously within established guidelines, with responsibility for planning, monitoring and completing work activities.

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 Record collection information	1.1 Confirm collection material to be recorded, and associated timelines 1.2 Handle material in a manner which ensures its integrity according to organisational access requirements 1.3 Research relevant information sources to establish information for fields of information 1.4 Enter data into collection records following organisational procedures and guidelines 1.5 Follow legal constraints and cultural protocols regarding data protection and management 1.6 Process records, applying suitable formats

ELEMENT	PERFORMANCE CRITERIA
2 Maintain information records	2.1 Update or transfer information according to organisational policies and procedures 2.2 Protect confidential information and adhere to copyright requirements for record storage 2.3 Store records safely and according to organisational procedures
3 Improve information recordkeeping	3.1 Resolve record maintenance problems within scope of own job role or refer to relevant personnel as required 3.2 Seek feedback on own work performance and note areas for improvement 3.3 Identify opportunities to improve recordkeeping of collection information and recommend to relevant personnel

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	1.3, 1.5, 1.6, 2.1-2.3, 3.1, 3.3	Interprets key information and data from a range of sources to determine and complete work requirements
Writing	1.1, 1.4, 1.6, 2.1, 3.1-3.3	- Applies correct formats in line with organisational records processing policies and procedures - Prepares recommendations for continuous improvement of records processing and recording - Produces workplace documentation using appropriate vocabulary and formats, and correct grammatical structures and conventions
Oral Communication	1.1, 3.1-3.3	- Listens and responds to instructions and feedback to ensure correct recording and maintenance of collection information - Uses appropriate tone and language when communicating with others
Numeracy	1.1, 1.3-1.6, 2.1, 3.3	- Interprets numerical information and applies basic mathematical calculations relating to measurement, tracking and retrieval of collections data - Works with and complies with sequential numerical

		record-keeping systems requirements
Navigate the world of work	1.1, 1.2, 1.4, 1.5, 2.1-2.3, 3.1	Takes personal responsibility for meeting deadlines and following explicit and implicit policies, procedures and legislative or regulatory requirements
Interact with others	1.1, 3.1-3.3	Collaborates and cooperates with others to achieve outcomes
Get the work done	1.1-1.3, 3.1, 3.3	- Takes responsibility for planning, sequencing and prioritising tasks and own workload for efficiency and effective outcomes - Accepts responsibility for addressing predictable problems and initiates standard procedures in response, applying problem solving processes in determining a solution - Uses digital technologies and systems to access information, search and enter data, present information and communicate with others, cognisant of data security and safety - Uses analytical and lateral thinking to review practices and suggest improvements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB401 Record and maintain collection information	CULCNM403A Record and maintain collection information	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>

Assessment Requirements for BSBLIB401 Record and maintain collection information

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Performance Evidence

Evidence of the ability to:

- access relevant information sources
- enter information into records accurately
- interpret and distil information for record-keeping purposes
- apply collection record-keeping formats and protocols.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and describe copyright, moral rights, intellectual property and privacy issues and legislation relevant to keeping records of collections
- list key requirements of current industry record-keeping systems
- analyse and describe ethical and cultural issues that impact collection record-keeping, including those for Aboriginal or Torres Strait Islander material
- describe handling procedures and identification techniques for collection material
- locate and interpret information sources relevant to collections
- interpret organisational procedures and guidelines for collection record-keeping
- describe principles of access and accountability in collection record-keeping
- identify and explain sources of curatorial and conservation advice.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Library – Collection Management field of work and include access to:

- use of current industry record-keeping systems
- access to organisational procedures and guidelines, collection items and other relevant information sources.

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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