



**Australian Government**

# **BSBLIB506 Maintain digital repositories**

**Release: 1**

## BSBLIB506 Maintain digital repositories

### 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 populate and manage digital collections of information resources.

It applies to individuals, working autonomously within established guidelines, with significant technical skills and knowledge in using, maintaining, improving and describing content and context of digital collections according to organisational and system guidelines.

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 Maintain knowledge of digital repositories     | 1.1 Research information sources to determine types and functions of digital repositories<br>1.2 Review organisational procedures on digital repositories to ensure consistency with organisational policies<br>1.3 Assess risks associated with digital repositories and refer to appropriate personnel as required |
| 2 Manage resources for digital repositories      | 2.1 Locate and verify resources to add to the digital repository<br>2.2 Provide information to relevant personnel regarding procedures and permissions for collecting and accessing resources<br>2.3 Add resources to the digital repository using suitable software                                                 |

| ELEMENT                                    | PERFORMANCE CRITERIA                                                                                                                                                                                                                           |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                            | applications and equipment<br>2.4 Maintain digital resources to ensure access and integrity<br>2.5 Remove resources from the digital repository where required, following organisational procedures                                            |
| 3 Manage metadata for digital repositories | 3.1 Create descriptive, technical and administrative metadata for digital repository resources according to organisational policies and procedures<br>3.2 Edit digital repository metadata according to organisational policies and procedures |

## 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                    | 1.1-1.3, 2.1, 2.5, 3.2       | <ul style="list-style-type: none"> <li>Interprets and critically analyses complex text to appropriately apply material to new or existing resources and distinguishes significant information from minor references</li> </ul> |
| Writing                    | 1.2, 1.3, 2.2, 2.3, 3.1, 3.2 | <ul style="list-style-type: none"> <li>Provides clarity of meaning to directive and instructional text, and conveys detailed, accurate and concise descriptions of complex data</li> </ul>                                     |
| Oral Communication         | 1.3, 2.2,                    | <ul style="list-style-type: none"> <li>Uses clear and specific language to convey technical and complex information and instructions to colleagues</li> </ul>                                                                  |
| Numeracy                   | 1.1, 1.2, 2.1, 2.3, 2.4      | <ul style="list-style-type: none"> <li>Correctly interprets and provides numerical information embedded in complex information sources</li> </ul>                                                                              |
| Navigate the world of work | 1.1, 1.2, 2.2, 2.5, 3.1, 3.2 | <ul style="list-style-type: none"> <li>Takes full responsibility for following policies and procedures</li> <li>Ensures knowledge of digital repositories is kept up-to-date to provide quality services</li> </ul>            |
| Interact with others       | 1.3, 2.2,                    | <ul style="list-style-type: none"> <li>Collaborates with others and shares information to optimise efficiency of operations</li> </ul>                                                                                         |
| Get the work done          | 1.2, 1.3, 2.3-2.5, 3.1, 3.2  | <ul style="list-style-type: none"> <li>Accepts responsibility for planning, prioritising and sequencing complex tasks and workload</li> <li>Systematically gathers and analyses all relevant</li> </ul>                        |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>information and evaluates options to make informed decisions</p> <ul style="list-style-type: none"> <li>• Accepts responsibility for risk management, applying problem-solving processes to determine solutions</li> <li>• Fully utilises features of digital tools to complete complex tasks</li> <li>• Uses analytical and lateral thinking to create metadata that anticipates and accommodates access</li> </ul> |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Unit Mapping Information

| Code and title<br>current version             | Code and title<br>previous version             | Comments                                                                                                                                                                         | Equivalence status |
|-----------------------------------------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| BSBLIB506<br>Maintain digital<br>repositories | CULICM501A<br>Maintain digital<br>repositories | <p>Updated to meet Standards for Training Packages</p> <p>Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.</p> | 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 BSBLIB506 Maintain digital repositories

### Modification History

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### Performance Evidence

Evidence of the ability to:

- add to and remove resources from digital repositories using organisational policies and procedures, and ensuring the access and integrity of these
- create and edit metadata for digital repository resources.

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 access and preservation standards for digitisation
- discuss copyright, moral rights, digital rights management and intellectual property issues and legislation that impact digital repositories
- describe different digital file formats
- describe digital preservation techniques
- review information management principles for description and access
- maintain knowledge of current trends in digital repositories
- identify and describe licensing agreements covering digital resources
- reference metadata standards and systems used in Australian institutions, such as:
  - Anglo-American Cataloguing Rules (AACR)
  - Australian Government Location Service (AGLS)
  - Dublin Core
  - Machine Readable Cataloguing (MARC) and MARC21
- review organisational procedures regarding digital repositories.

## 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:

- industry-current systems and technologies for digital repositories
- relevant organisational policies, procedures and metadata standards
- special purpose tools, equipment, materials and industry software packages.

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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