



Australian Government

Assessment Requirements for BSBLIB508 Analyse and describe information resources

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

Performance Evidence

Evidence of the ability to:

- use tools, standards and communication skills to analyse and describe resources appropriately and satisfy customer requirements
- demonstrate use of current industry systems to analyse and describe a range of different 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:

- apply principles of subject access to a specific resource
- demonstrate application of principles of thesauruses used in indexing
- compare and contrast types of indexes and abstracts
- demonstrate application of abstracting and indexing standards and methods, including descriptions and cross-referencing of access points and descriptors
- describe methods for allocating major and minor descriptors to information resources
- describe methods for matching reference structure to suit customer needs
- describe methods for enhancing subject access through indexing
- evaluate monitoring and review processes for indexes and abstracts.

Assessment Conditions

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

- relevant policies and procedures manuals

- relevant thesauruses and database programs and resources to index and abstract
- 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

Companion Volume implementation guides are found in VETNet -

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