



Australian Government

Assessment Requirements for BSBLIB509 Provide subject access and classify material

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:

- construct subject access points and accurately classify material to be catalogued
- analyse subject content for cataloguing and classification purposes
- maintain and apply knowledge of bibliographic and catalogue record components, and cataloguing standards and conventions
- demonstrate a collaborative approach to resolving complex problems
- demonstrate use of current industry cataloguing systems.

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:

- describe the purpose and function of various cataloguing tools
- select and apply appropriate classification schemes relevant to work context
- demonstrate subject access and control of methods, including:
 - authority control procedures
 - subject headings lists
 - thesauruses
- demonstrate application of authority systems and files
- select and apply common automated cataloguing modules relevant to work context
- critically review catalogue maintenance principles and activities
- compare and contrast ways of modifying and upgrading records to suit customer needs, including:
 - additional access points
 - establishing new authorities

- analyse precedents and their use to inform cataloguing of complex materials and demonstrate interpretation and judgement to deviate from precedents where necessary
- identify and apply national and international cataloguing standards
- review current industry trends relating to cataloguing and classification processes
- discuss copyright, moral rights and intellectual property issues and legislation relevant to cataloguing practices.

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 cataloguing standards, policies and procedures documents
- current industry cataloguing and classification 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

Companion Volume implementation guides are found in VETNet -

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