



Australian Government

BSBLIB509 Provide subject access and classify material

Release: 1

BSBLIB509 Provide subject access and classify material

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 analyse and catalogue complex material which requires application of bibliographic organisation methods and the ability to use interpretation and judgement to deviate from precedents where necessary.

It applies to information services professionals with highly developed technical skills who work autonomously to facilitate customer access to information.

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

Unit Sector

Library – Information 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 Catalogue material	1.1 Analyse subject content of material using knowledge of general concepts and principles of bibliographic control, relevant standards and customer needs 1.2 Create records following organisational standards, precedents and techniques, and according to industry standards 1.3 Evaluate and adapt precedents to meet specified needs 1.4 Select appropriate subject headings and cataloguing tools and standards 1.5 Construct sufficient headings to enhance access to information using standards and authorities lists 1.6 Format description

ELEMENT	PERFORMANCE CRITERIA
	1.7 Consult with colleagues to determine systematic and reasonable approaches to cataloguing complex material where no precedents exist
2 Classify material	2.1 Use chosen classification systems to reflect knowledge of principles of organisation 2.2 Select a classification number consistent with classification system that reflects understanding of subject content and provides ready access for customers and staff 2.3 Check shelf list or online catalogue for previously assigned classification numbers for similar items
3 Contribute to maintenance and development of cataloguing practices	3.1 Maintain and apply knowledge of changes in cataloguing practices to enhance cataloguing consistency and quality 3.2 Consult with colleagues regarding issues with cataloguing system operations or procedures and take appropriate action to address problems 3.3 Create and maintain records of materials and holdings according to relevant national and organisational procedures 3.4 Comply with legislation relevant to cataloguing practices

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, 2.2, 2.3, 3.1-3.4	Organises, analyses, evaluates and applies content from a range of structurally complex texts
Writing	1.1, 1.2, 1.5, 1.6, 3.2, 3.3	Utilises sophisticated writing skills to summarise information from multiple sources and express precise meaning appropriate to audience and context
Oral Communication	1.7, 3.2	Employs active listening skills to ensure understanding and expresses ideas and concepts in a manner and form appropriate to the audience
Numeracy	1.2, 1.4, 2.1-2.3, 3.1-3.3	Identifies and comprehends relevant mathematical information in familiar activities or texts

Navigate the world of work	1.1, 1.2, 1.4, 1.5, 2.1, 2.2, 3.1-3.4	• Works independently and collectively in making decisions to achieve organisational outcomes • Maintains knowledge of cataloguing practices relevant to own role • Takes full responsibility for following policies, procedures and legislative requirements • Seeks to improve policies and procedures to better meet organisational goals
Interact with others	1.7, 3.2	• Collaborates and cooperates with others to achieve joint outcomes
Get the work done	1.1, 1.3-1.5, 1.7, 2.2, 3.2	• Plans, organises and implements work activities in line with organisational policies and procedures, and legislative requirements • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Applies analytical processes to resolve technical or conceptual problems • Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking • Identifies precedents and considers how they can be used or adapted to improve customer access to information resources • Uses main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB509 Provide subject access and classify material	CULINM502A Provide subject access and classify material	Updated to meet Standards for Training Packages Unit moved from Library, Information and Cultural Services Training Package to Business Services	Equivalent unit

Code and title current version	Code and title previous version	Comments	Equivalence status
		Training Package.	

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 BSBLIB509 Provide subject access and classify material

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>