



Australian Government

Assessment Requirements for BSBLIB601 Research and document collection 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:

- describe in detail a range of collection material
- apply knowledge of organisational procedures and guidelines to describe and document collection material.

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 subject matter experts and sources of expert advice related to collection material
- research and evaluate information sources
- analyse and assess concepts of significance, and significance assessment methodology
- outline handling and examination techniques
- interpret organisational procedures and procedures that apply to identification, description and documentation of collection material
- assess copyright, moral rights and intellectual property issues and legislation and their impact on identification, description and documentation of collection material
- identify and interpret cultural protocols for examining, identifying and reporting on collection material, including those associated with Aboriginal or Torres Strait islander cultural material
- explain record-keeping systems.

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:

- relevant policies and procedures manuals
- collection material to be identified, described and documented
- a collection
- stakeholders.

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>