



Australian Government

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.

Application

This unit describes the skills and knowledge required to research, describe and document collection material.

It applies to individuals who work autonomously within established guidelines and apply significant judgement and specialised knowledge to achieve outcomes.

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 Describe collection material	1.1 Identify collection material in line with industry guidelines and organisational procedures 1.2 Establish the relationship of material to other collection items and the significance of this relationship using information sources 1.3 Consult with key stakeholders to confirm information and assessment
2 Record collection information	2.1 Articulate significance of collection material in an appropriate format and in sufficient detail in descriptions to meet organisational requirements 2.2 Describe in detail the condition of items and their conservation needs

ELEMENT	PERFORMANCE CRITERIA
	2.3 Alert relevant personnel to conservation needs as required 2.4 Enter information in records according to organisational procedures and guidelines
3 Complete accession details	3.1 Record accession details 3.2 Allocate accession numbers and record on collection material according to organisational procedures and guidelines 3.3 Record accession numbers in the record-keeping system 3.4 Check record-keeping system and collection material 3.5 In consultation with relevant personnel, review and revise procedures as required

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, 1.2, 2.1, 2.4, 3.2-3.5	Researches and analyses complex conceptual texts within broad industry contexts
Writing	2.1, 2.2, 2.4, 3.1-3.5	Prepares information, incorporating evaluation of information and specialised and cohesive language in a format and style appropriate to a specific audience
Oral Communication	1,3, 2.3, 3.5	- Elicits views and opinions of others and obtains information by listening and questioning - Participates in a verbal exchange of ideas/solutions and uses inclusive and collaborative techniques to clarify and present information according to requirements and audience
Numeracy	2.4, 3.1-3.4	Manipulates numerical accession systems to document accession details
Navigate the world of work	1.1, 1.3, 2.1, 2.4, 3.2, 3.5	- Takes responsibility for implementing and reviewing policies, procedures and processes in accordance with organisational requirements - Works independently and collectively in making decisions to achieve organisation outcomes

Interact with others	1,3, 2.3, 3.5	Collaborates and negotiates with others to achieve outcomes
Get the work done	1.2, 1.3, 2.1, 2.2, 2.4, 3.1-3.5	- Accepts responsibility for planning and sequencing complex tasks and workload, negotiating key aspects with others - Identifies key factors that impact decisions and their outcomes, drawing on experience and decision-making strategies - Systematically gathers and analyses all relevant information and evaluates options to make informed decisions - Uses digital technologies and systems to locate information, enter data and present information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB601 Research and document collection material	CULCNM601A Research and document collection material	Updated to meet Standards for Training Packages Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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