



Australian Government

Assessment Requirements for BSBLIB603 Contribute to collection management

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:

- analyse usage data
- apply knowledge of collection strategies and policies that address requirements and constraints in specific workplace contexts
- make acquisition and disposal recommendations based on detailed analysis
- develop recommendations that address selection criteria for a variety of collections and formats
- demonstrate the ability to monitor the performance of contractors.

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:

- analyse current and emerging trends in relation to libraries and publishing
- review selection, acquisition and de-selection processes and procedures
- identify and analyse issues that impact collection management, such as:
 - Copyright Act
 - statements on free access to information
 - UNESCO's Public Library Manifesto
 - Archives Act
- review collection management policies and processes for selecting, weeding and stocktaking
- discuss, in-depth, information services trends and practices.

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:

- a collection, for which management strategies and policies may be managed
- relevant policies and procedures manuals and collection usage data
- special purpose 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>