



Australian Government

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.

Application

This unit describes the skills and knowledge required to assist with the selection, acquisition and evaluation of collections and resource materials, and the development of policies and procedures that guide this work.

It applies to individuals involved in managing collections in a library or information services context to meet stakeholder needs, working autonomously but in consultation with other colleagues and wider stakeholders.

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 Review use of collections	1.1 Evaluate usage data as basis for collection policies, to reflect and predict client demands and changing needs 1.2 Source information on current and emerging trends and formats relevant to customer needs in relation to collections
2 Apply information about collection strategies and policies	2.1 Interpret and apply elements of collection management policies in libraries and information services organisations 2.2 Research contemporary practice and policy issues affecting collection management 2.3 Investigate emerging trends and technologies, including trends

ELEMENT	PERFORMANCE CRITERIA
	in publishing and their potential for providing access to resources 2.4 Source information about supply options for library resources 2.5 Contribute to development of collection strategies and policies that meet organisational objectives and customer needs
3 Assist with selection, acquisition and disposal of materials	3.1 Develop proposals for selecting, acquiring and disposing of material 3.2 Assist in assessment of proposals according to organisational collection management policy 3.3 Establish and maintain processes to review collections in line with collection strategies and policies 3.4 Make recommendations on allocation of funds for acquisition of information resources 3.5 Use selection tools to develop details for acquisition of information resources 3.6 Follow organisational procedures for acquisition of information resources 3.7 Participate in weeding and disposal of materials according to established policies and practices 3.8 Participate in review of acquisition procedures and make recommendations for improvements
4 Monitor contractor performance	4.1 Monitor performance of contractors engaged to provide outsourced services 4.2 Integrate performance of contractors in selection and acquisition process 4.3 Refer issues to relevant personnel

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, 3.3, 3.5-3.8, 4.1, 4.2	Synthesises and evaluates information from a broad range of complex texts and applies this knowledge to improve work practices and collections

Writing	1.1, 1.2, 2.4, 2.5, 3.1-3.5, 3.8, 4.3	Summarises complex information and conveys sophisticated and original ideas appropriately for context and audience
Oral Communication	2.5, 3.2, 3.4, 3.8, 4.1, 4.3	Consults and negotiates with customers, colleagues and contractors using detailed and clear language to contribute information and articulate ideas, and elicits views and opinions of others through active listening and questioning techniques
Numeracy	1.1, 2.3, 2.4, 3.4, 4.1	Collect and review statistical data related to collection usage and effective allocation of financial resources
Navigate the world of work	1.2, 2.1-2.3, 2.5, 3.2, 3.3, 3.6-3.8	- Ensures knowledge of collection management issues and trends relevant to role is accurate, comprehensive and current - Works independently and collectively in making decisions to achieve organisational outcomes - Seeks to improve policies and procedures to better meet organisational goals
Interact with others	2.5, 3.2, 3.4, 3.8, 4.1, 4.3	- Identifies and uses appropriate conventions and protocols when communicating with colleagues and external stakeholders - Provides feedback to others to improve workgroup performance - Provides support in field of expertise to management team
Get the work done	1.1, 2.4, 2.5, 3.1-3.5, 3.7, 3.8, 4.2, 4.3	- Accepts responsibility for planning, sequencing and monitoring complex tasks and workload, negotiating key aspects with others taking into account capabilities, efficiencies and effectiveness - Evaluates effectiveness of systems and processes to inform decisions on how to implement improvements - Systematically gathers and analyses all relevant information and evaluates options to make informed decisions - Uses problem-solving techniques to identify and analyse issues - Uses analytical and lateral thinking to review practices and suggest improvements - Uses a range of digitally based technology and applications to access and filter data, and then extract, organise, integrate and share relevant information in effective ways

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB603 Contribute to collection management	CULICM601A Contribute to collection management	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>