



Australian Government

BSBLIB605 Analyse and describe specialist and complex material

Release: 1

BSBLIB605 Analyse and describe specialist and complex material

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Application

This unit describes skills and knowledge required to apply creative, whole systems thinking to cataloguing, classification, indexing, abstracting or otherwise analysing and describing specialist and complex material. Complexity may be created by the wide range of material to be considered, the depth of subject field knowledge required, and the wide scope of cataloguing systems and tools to be applied.

It applies to individuals with highly developed information service technical skills and knowledge, who work autonomously, and are required to analyse and describe specialised and complex material.

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 Review specialist and complex material	1.1 Use methods of description for specialist and complex material that reflect principles of bibliographic control, relevant standards and customer needs 1.2 Analyse material to reflect in-depth knowledge of customer needs and contexts, subject area, and range of analysis and description methods that may be applied 1.3 Derive concepts from analysis that reflects awareness of current industry practice and standards

ELEMENT	PERFORMANCE CRITERIA
2 Develop descriptions for specialist and complex material	2.1 Select terminology to represent concepts based on in-depth knowledge of suitable headings in subject area, or new headings, according to accepted industry practice 2.2 Establish authority files for new headings that are devised and maintained according to accepted industry practice 2.3 Describe material for which there are no precedents 2.4 Check descriptions meet relevant industry standards
3 Enhance systems for describing material	3.1 Use knowledge of general developments in library and information services practice and organisational priorities to contribute to enhancement of systems 3.2 Recommend expansion or enhancement of organisational systems for describing material 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	1.1-1.3, 2.1, 2.2, 2.4, 3.1	Critically organises, analyses, evaluates and applies content from a range of highly specialised and complex texts
Writing	1.1-1.3, 2.1-2.3, 3.1, 3.2	Communicates complex relationships between ideas and information requiring wide-ranging analysis and description methods and matching style of writing to purpose and audience
Oral Communication	3.2	Expresses ideas and concepts clearly and succinctly
Navigate the world of work	1.1-1.3, 2.1, 2.2, 2.4, 3.1, 3.2	- Takes full responsibility for following organisational policies and procedures and for complying with industry standards - Seeks to improve policies and procedures to better meet organisational goals
Interact with others	3.2	Collaborates and cooperates with others to achieve joint outcomes

Get the work done	1.1-1.3, 2.1, 2.3, 3.1, 3.2	• Applies systematic and analytical decision-making processes for complex situations • Systematically gathers and analyses all relevant information and evaluates options to make informed decisions • Uses analytical and lateral thinking to review practices and suggest improvements • Applies innovative systems of analysis, description and classification to optimise use of information • Uses main features and functions of digital tools to complete work tasks and access information • Uses problem-solving techniques to identify and analyse issues
-------------------	-----------------------------	--

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB605 Analyse and describe specialist and complex material	CULINM601A Analyse and describe specialist and complex 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>

Assessment Requirements for BSBLIB605 Analyse and describe specialist and complex 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:

- analyse and describe a range of specialist and complex material using current industry systems and tools
- apply metadata knowledge to analysis of specialist and complex materials and resources
- plan and carry out complex cataloguing and description tasks, applying knowledge of cataloguing and classification principles
- contribute to enhancement of current 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 different customer groups, their specialist information needs, and types of libraries and information agencies
- describe a variety of contexts in which users need access to information, and recommend ways to improve this access
- critically review techniques and protocols for creating appropriate information description and classification systems
- evaluate various ways of maximising interface between technology and information in developing useful systems of description and classification
- analyse and discuss copyright, moral rights and intellectual property issues and legislation that apply to analysis and description of materials in a wide range of contexts
- describe specialist cataloguing and classification principles
- describe processes used for indexing and abstracting
- review application of national and international standards in specific cases that highlight precedents, interpretations and processes.

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:

- special purpose tools and equipment
- specialised and complex materials
- organisational systems for describing material
- 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>