



Australian Government

CUACNM601 Manage collection maintenance and preservation procedures

Release: 1

CUACNM601 Manage collection maintenance and preservation procedures

Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 2.0.

Application

This unit describes the skills and knowledge required to establish, manage and evaluate procedures for the care, maintenance and preservation of collections. It involves the use of analytical, communication and planning skills, as well as knowledge of specific issues that apply to the care, maintenance, minimisation of risk and preservation of both print and electronic materials.

It applies to individuals who work in leadership positions and who are responsible for the physical care of collections.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Knowledge management - 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 and update maintenance and preservation procedures	1.1 Assess care and maintenance needs of specific collections based on knowledge of requirements of different types of materials 1.2 Assess the need for, and organise appropriate access to, specialist expertise 1.3 Ensure that where applicable, preservation procedures comply with organisational digital preservation policy 1.4 Review and update policies, systems and procedures for the care, maintenance and preservation of material, anticipating and

ELEMENT	PERFORMANCE CRITERIA
	responding to problems and challenges that may arise 1.5 Incorporate organisational priorities and constraints when developing new and revising existing procedures 1.6 Communicate maintenance and preservation procedures to relevant staff
2. Establish risk-management strategies and procedures	2.1 Identify key risk factors for collections, including digital collections, and assess organisational capability to address risk 2.2 Develop appropriate risk-management strategies to prevent or minimise loss or damage in key areas, including the digital environment 2.3 Develop appropriate migration strategies to ensure preservation of data 2.4 Implement strategies, anticipating and responding to problems and challenges that may arise
3. Evaluate effectiveness of collection maintenance and preservation procedures	3.1 Instigate systems for regularly monitoring collection maintenance and preservation procedures 3.2 Monitor procedures and their implementation to identify aspects needing attention 3.3 Assess the application of safe and secure work practices and take action to address problems that arise 3.4 Contribute to monitoring the collection development and digital preservation policies of the organisation 3.5 Consult with colleagues on a regular basis to obtain feedback on maintenance and preservation procedures 3.6 Use feedback and outcomes of regular monitoring of staff performance and activities to improve procedures and to identify opportunities for own professional development

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
Learning	3.6	Uses feedback to identify opportunities to improve own

		skills or knowledge
Reading	1.3, 1.4	Interprets and critically analyses complex text, including ideas and opinions of others and applies general information to specific contexts
Writing	1.4, 1.5, 2.2, 2.3, 3.6	- Modifies and creates material that incorporates synthesis of knowledge and information using appropriate terminology and cohesive language in a format appropriate to purpose - Conveys detailed and specific information and instructions requiring concise use of vocabulary, syntax and grammar
Oral communication	1.2, 1.6, 3.5, 3.6	- Uses sophisticated listening and questioning techniques in discussion of complex ideas and concepts with a wide range of stakeholders, including collection specialists and colleagues - Explains procedures and instructions to others, choosing language appropriate to audience
Navigate the world of work	1.3, 1.4, 1.5, 3.1, 3.2, 3.3, 3.4	- Works autonomously making high level decisions to achieve and improve organisational goals - Takes a lead role in the development of organisational strategies and procedures
Interact with others	1.2, 1.6, 3.5, 3.6	- Uses a variety of relevant communication tools and strategies in building and maintaining effective working relationships - Shares knowledge, information and experience openly as an integral part of the working relationship
Get the work done	1.1, 1.2, 1.4, 1.5, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4, 3.6	- Develops, manages and systematically reviews policies, systems and procedures for collection care, maintenance and preservation - Takes full responsibility for risk management, applying problem solving processes to determine solutions - Uses formal analytical and lateral thinking techniques for identifying issues, generating and evaluating possible solutions - Uses digital technologies to create, access and manage metadata - Shows awareness of the importance of data security and ensuring that digital preservation policies and procedures are implemented

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
CUACNM601 Manage collection maintenance and preservation procedures	CULICM602A Manage collection maintenance and preservation procedures	Updated to meet Standards for Training Packages and clarify intent. Minor edits to performance criteria.	Equivalent Unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUACNM601 Manage collection maintenance and preservation procedures

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Performance Evidence

Evidence of the ability to:

- manage care and maintenance procedures to meet specific collection and organisational needs
- systematically review and monitor the organisation's policies and procedures for collection care, maintenance and preservation
- apply organisation's collection development policies and procedures, particularly the digital preservation policy
- evaluate the care and maintenance procedures of specific collections
- interact with colleagues and specialist experts on development issues, as required, to complement own skill set
- pursue opportunities for own professional development regarding new and emerging trends in maintenance and preservation procedures and strategies
- model due diligence and professionalism in complex judgements and decisions.

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:

- detail strategies for the storage, display, preservation and conservation of different types of information materials
- identify risk factors for different types of information materials
- describe the nature of cooperative arrangements that exist between information services providers in relation to collection care and maintenance
- analyse issues that affect the care, maintenance and preservation of specific types of information materials, both print and electronic
- identify copyright, moral rights and intellectual property issues that affect collection care and management

- review organisational collection development policies on the care, maintenance and preservation of specific information collections
- describe cultural protocols that impact on collection care and management
- discuss the purposes and objectives of existing digital preservation policies
- discuss the benefits and limitations of digital preservation.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in creative arts industry environments. The assessment environment must include access to:

- a collection for which procedures must be managed
- relevant policies and procedures manuals, including those relating to the preservation of digital collections.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

Links

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