



Australian Government

CUACNM611 Manage collection maintenance and preservation procedures

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

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 assessing the needs of the collection, reviewing and updating maintenance and preservation procedures, establishing risk management strategies and ensuring the collection is maintained and preserved according to organisational policies and procedures.

The unit applies to those who work in leadership positions and who are responsible for the physical care of collections. It also 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.

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

Unit Sector

Cultural services – 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, update and communicate maintenance and preservation procedures	1.1 Assess care and maintenance needs of specific collections according to organisational policies and procedures 1.2 Assess need for and organise access to specialist expertise 1.3 Confirm preservation procedures comply with organisational policies and procedures 1.4 Review and update policies, systems and procedures for care, maintenance and preservation of material and anticipate and

ELEMENT	PERFORMANCE CRITERIA
	respond to problems and challenges that arise 1.5 Identify and incorporate organisational priorities and constraints when developing new and revising existing procedures 1.6 Communicate maintenance and preservation procedures to required personnel
2. Establish risk-management strategies and procedures	2.1 Identify key risk factors for digital and non-digital collections and assess organisational capability for addressing risk 2.2 Develop risk-management strategies for digital and non-digital collections according to organisational policies and procedures 2.3 Develop migration strategies to ensure preservation of data 2.4 Implement strategies and anticipate and respond to problems and challenges as required
3. Evaluate effectiveness of collection maintenance and preservation procedures	3.1 Establish systems for regularly monitoring collection maintenance and preservation procedures 3.2 Monitor implementation of procedures and identify aspects needing attention 3.3 Assess the application of safe and secure work practices and address problems as required 3.4 Contribute to monitoring collection development and digital preservation policies of the organisation 3.5 Consult with colleagues on a regular basis and obtain feedback on maintenance and preservation procedures 3.6 Improve procedures and identify opportunities for own professional development using feedback and outcomes from monitoring staff performance and activities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Learning	Identifies opportunities to improve own skills or knowledge using feedback
Oral communication	- Uses sophisticated listening and questioning techniques - Discusses complex ideas and concepts with different stakeholders, including collection specialists and colleagues - Explains procedures and instructions to others, using language applicable for audience

SKILL	DESCRIPTION
Reading	Interprets and critically analyses complex text, including ideas and opinions of others and applies general information to specific contexts
Writing	- Modifies and creates material that incorporates synthesis of knowledge and information using appropriate terminology and cohesive language in a format applicable for purpose - Conveys detailed and specific information and instructions requiring concise use of vocabulary, syntax and grammar
Initiative and enterprise	Shows awareness of the importance of data security and ensures that digital preservation policies and procedures are implemented
Planning and organising	Shows awareness of the importance of data security and ensuring that digital preservation policies and procedures are implemented
Problem solving	- Identifies issues and generates and evaluates solutions using formal analytical and lateral thinking techniques - Takes full responsibility for risk management and applies problem solving processes to issues
Self-management	Works autonomously and makes high level decisions according to organisational policies and procedures
Teamwork	- Builds and maintains effective working relationships using different communication tools and strategies - Shares knowledge, information and experience openly as an integral part of the working relationship
Technology	Creates, accesses and manages metadata using digital technologies

Unit Mapping Information

Supersedes and is equivalent to CUACNM601 Manage collection maintenance and preservation procedures.

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 CUACNM611 Manage collection maintenance and preservation procedures

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage maintenance and preservation procedures for at least two collections.

In the course of the above, the candidate must:

- manage care and maintenance procedures according to organisational policies and procedures
- systematically review and monitor the organisation's policies and procedures for collection care, maintenance and preservation
- apply organisation's collection development policies and procedures, including digital preservation policies
- evaluate care and maintenance procedures of specific collections
- interact with colleagues and specialist experts on development issues as required
- 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.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- collection maintenance and organisational policies and procedures, including:
 - collection care
 - digital preservation
 - risk appetite
 - risk prevention and minimisation
 - requirements of different types of materials in collections
 - documentation formatting and record keeping requirements
 - timeframes and schedules

- strategies for storing, displaying, preserving and conserving different types of information materials
- risk factors for different types of information materials
- nature of cooperative arrangements that exist between information services providers in relation to collection care and maintenance
- factors that affect the care, maintenance and preservation of specific types of information materials, both print and electronic, including:
 - cultural protocols
 - copyright, moral rights and intellectual property issues
- purposes and objectives of existing digital preservation policies
- industry standard technology used to maintain and preserve collections
- opportunities for professional development regarding new and emerging trends in maintenance and preservation procedures and strategies
- benefits and limitations of digital preservation.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- collections for which maintenance and preservation procedures must be managed
- industry standard technology used to preserve and maintain collections
- required 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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