



Australian Government

Department of Education, Employment and Workplace Relations

CULLB412C Undertake cataloguing activities

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to complete original descriptive cataloguing and catalogue maintenance activities.

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

Application of the Unit

Application of the unit

This unit applies to individuals who undertake cataloguing activities in information services organisations and who have a sound knowledge of cataloguing standards and systems. This work is carried out in accordance with established procedures and guidelines.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability Skills The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary for the qualification in which this unit of competency is packaged, will assist in identifying Employability Skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Construct bibliographic descriptions

- 1.1 Identify relevant national and international standards and accepted variations which apply to *cataloguing* of material
- 1.2 Use standards to construct descriptions which conform to the International Standard Bibliographic Description (ISBD) format for the *material to be catalogued*
- 1.3 Construct descriptions in accordance with specific needs and organisational procedures
- 1.4 Determine and record *access conditions* in accordance with organisational and national standards

ELEMENT	PERFORMANCE CRITERIA
2 Locate, retrieve and transfer bibliographic information/records	2.1 Determine appropriate search strategy for use in catalogues and databases 2.2 Use bibliographic and communication standards to locate information/records 2.3 Use correct techniques and procedures to download/upload bibliographic records
3 Provide cataloguing support	3.1 Undertake appropriate catalogue maintenance to preserve integrity of local database, to conform to national systems and standards and to facilitate database searching and future cataloguing 3.2 Accurately record statistics of information catalogued in accordance with organisational procedures 3.3 Record item maintenance requirements in accordance with organisational procedures 3.4 Identify and discuss difficulties or uncertainties with relevant colleagues and take action accordingly

Required Skills and Knowledge

Required Skills and knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- technology skills to use current industry cataloguing systems
- problem-solving skills to review and respond to database maintenance issues
- literacy skills to interpret and construct cataloguing entries
- numeracy skills to work with numerical features of cataloguing systems.

Required knowledge

- cataloguing standards and systems used in Australian libraries, e.g. AACR, USMARC/Metadata, DDC, LCC, LCSH and SCIS
- organisation's cataloguing system/s, and use of national network and organisation's computer system, including command languages and procedures
- principles of bibliographic description and access
- ways of preparing basic descriptive cataloguing records
- typical cataloguing problems
- procedures for maintaining cataloguing records
- copyright, moral rights and intellectual property issues and legislation that impact on cataloguing.

Evidence Guide

EVIDENCE GUIDE

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- demonstrated accuracy in the creation and amendment of catalogue records
- sound knowledge of bibliographic and catalogue record components
- knowledge and understanding of cataloguing conventions
- practical demonstration of skills using current industry systems to undertake cataloguing activities
- completion of activities within realistic workplace time constraints.

Context of and specific resources for assessment

Assessment must ensure:

- access to relevant policies and procedures manuals
- access to current industry cataloguing tools and systems.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate
- review of records created by the candidate in relation to accuracy
- review of catalogues for which the candidate is responsible for maintaining
- oral or written questioning to assess knowledge of cataloguing procedures and systems.

Holistic assessment with other units relevant to the industry sector, workplace and job role is

EVIDENCE GUIDE

recommended, for example:

- CULLB506C Catalogue and classify material.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

In this unit, ***cataloguing*** will be in accordance with established procedures. It may include:

- basic descriptive cataloguing
- record flagged as being from a source known to be normally complete and reliable
- apparently complete existing records found in the national database from a source which may be less complete or reliable but acceptable to the library

Material to be catalogued may include:

- books
- journals
- audio-visual items
- CD-ROMs
- music
- maps
- toys
- games
- material in English or languages other than English
- computer files and software
- electronic documents and journals
- network resources
- microforms

Access conditions may include:

- not for loan
- shelved in specific areas of the organisation
- housed on- or off-site
- restrictions on loan periods

RANGE STATEMENT

Catalogue maintenance may include:

- relocating items
- re-cataloguing items, e.g. from manual to computerised format
- updating of files
- correcting holdings information

Systems and standards may include:

- USMARC/Metadata
- AACR (latest edition and amendments)
- SCIS Subject Headings
- Dewey Decimal Classification
- Library of Congress Subject Headings
- local protocols
- ISBD

Item maintenance may include:

- checking disks for viruses on a regular basis
- checking special material to ensure all components are correct, e.g. pictorial materials, slides

Relevant colleagues may be:

- more experienced staff
- supervisor
- other experts

Unit Sector(s)

Not applicable.

Competency field

Competency field

Information Organisation and Management