



Australian Government

Department of Education, Employment and Workplace Relations

CULICM501A Maintain digital repositories

Release: 1

CULICM501A Maintain digital repositories

Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to populate and maintain digital collections of information resources.

Application of the Unit

This unit applies to individuals with significant technical skills and knowledge in using and maintaining digital collections according to organisational and system guidelines.

The unit applies to a wide variety of contexts where information resources are held that are and can be digitised.

Work is undertaken autonomously, within established guidelines.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>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.</i>

Elements and Performance Criteria

1. Maintain knowledge of digital repositories	1.1 Research information sources to determine types and functions of digital repositories 1.2 Review organisational procedures on digital repositories to ensure consistency with organisational policies 1.3 Assess risks associated with digital repositories and refer to appropriate personnel as required
2. Manage resources for digital repositories	2.1 Locate and verify resources to add to the digital repository 2.2 Provide information to relevant personnel regarding procedures and permissions for collecting and accessing resources 2.3 Add resources to the digital repository using suitable software applications and equipment 2.4 Maintain digital resources to ensure access and integrity 2.5 Remove resources from the digital repository where required following organisational procedures
3. Manage metadata for digital repositories	3.1 Create descriptive, technical and administrative metadata for digital repository resources according to organisational policies and procedures 3.2 Edit digital repository metadata according to organisational policies and procedures

Required Skills and Knowledge

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

Required skills

- communication and teamwork skills to liaise with relevant personnel
- critical thinking skills to:
 - apply analysis and description tools to a wide range of resources of varying complexity
 - distinguish significant information from minor references
- initiative and enterprise skills to create metadata that anticipates and accommodates access
- literacy skills to:
 - interpret licensing agreements
 - construct metadata
- numeracy skills to work with numerical features of systems
- problem-solving skills to authenticate resources
- self-management skills to:
 - prioritise work tasks and meet deadlines
 - follow workplace procedures
- technology skills to:
 - convert formats and files
 - create digital objects and derivatives
 - scan resources to preserve their integrity
 - use repository and digital collection systems.

Required knowledge

- access and preservation standards for digitisation
- copyright, moral rights, digital rights management and intellectual property issues and legislation that impact on digital repositories
- different digital file formats
- digital preservation techniques
- information management principles for description and access
- licensing agreements covering digital resources
- metadata standards and systems used in Australian institutions, such as:
 - Anglo-American Cataloguing Rules (AACR)
 - Australian Government Location Service (AGLS)
 - Dublin Core
 - Machine Readable Cataloguing (MARC) and MARC21 standard
- organisational procedures regarding digital repositories.

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.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: - maintain knowledge of current trends in digital repositories - add to and remove resources from digital repositories using organisational policies and procedures - create and edit metadata for digital repository resources.
Context of and specific resources for assessment	Assessment must ensure access to: - industry-current systems and technologies for digital repositories - relevant organisational policies, procedures and metadata standards.
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 - verbal or written questioning to assess knowledge of procedures, systems and standards - evaluation of metadata created by the candidate - research projects, such as an analysis of different systems (including software applications), equipment or methods for the creation and maintenance of digital collections. Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: - BSBIPR401A Use and respect copyright - CULICM601A Contribute to collection management.

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.

Types may include:	- discipline, such as: - knowledge management - data management repository - institutional, such as: - open access - digital - systems, such as: - content management - platforms.
Procedures may relate to:	- access - authentication - authorities - copyright - donations - description - editing - industry-current system procedures - intellectual property - licensing agreements - moral rights and intellectual property issues - permissions - privacy - schemas - standards - technical issues.
Risks may relate to:	- access - copyright infringement - handling resources for digitisation - hazardous substances - moral rights - preservation - privacy - reproduction

	• use.
Resources may include:	• audio • audiovisual • bibliographic references (metadata only) • books, sections and chapters • conference and workshop papers • culturally sensitive materials • datasets • digital images • examination papers or tests • full text articles • journal articles • learning objects • multimedia and audiovisual materials • patents • photographs • software • theses and dissertations • unpublished reports and working papers.
Relevant personnel may include:	• artists • authors • copyright owners • donors • members of the public • musicians • photographers • publishers • researchers • rights holders • teachers • work colleagues.
Adding resources may relate to:	• conversion of formats • file conversion • file formats, such as: • audio • documents, maps and books • film and video • photographs, negatives and slides • file naming • file optimisation • file size

	• interpolation • metadata standards • mode and bit depth • output size • permissions • preservation • resolution • scanning.
<i>Software applications and equipment</i> may include:	• backup servers • cameras • computers • database servers • digital library management systems • scanners.
<i>Access and integrity</i> may relate to:	• creating surrogates • files, such as: • format • migration • refreshment • storage • ingestion • restrictions, such as: • authentication • contractual • copyright • cultural • embargoes • licensing.
<i>Descriptive, technical and administrative metadata</i> may relate to:	• access • coding standards, such as: • Lightweight Information Describing Object (LIDO) • MARC • Metadata Encoding and Transmission Specification (METS) • Metadata Object Description Scheme (MODS) • eXtensible markup language (XML) • content standards, such as: • ontologies • Resource Description and Access (RDA) • taxonomies

	• thesauruses • element sets, such as: • Australian Government Location Service (AGLS) • Categories for the Description of Works of Art (CDWA) • Dublin Core • Vocational Educational and Training Metadata (Vetadata) • preservation metadata schemas, such as Preservation Metadata Maintenance Activity (PREMIS) • rights management.
--	---

Unit Sector(s)

Knowledge management - Collection management