



Australian Government

Department of Education, Employment and Workplace Relations

CULICM601A Contribute to collection management

Release: 1

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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 standards, skills and knowledge required to contribute to the management of collections and resource materials.

Application of the Unit

This unit applies to individuals involved in managing collections in an information services context to meet stakeholder needs.

Work is undertaken autonomously but in consultation with other colleagues and wider stakeholders.

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. Review the use of collections	1.1 Evaluate usage data as the basis for collection policies to reflect and predict client demands and changing needs 1.2 Source information on current and emerging trends and formats relevant to customer needs in relation to collections
2. Apply information about collection strategies and policies	2.1 Interpret and apply elements of collection management policies in libraries and information services organisations 2.2 Research contemporary practice and policy issues affecting collection management 2.3 Investigate emerging trends and technologies, including trends in publishing and their potential for providing access to resources 2.4 Source information about the supply options for library resources 2.5 Contribute to the development of collection strategies and policies that meet organisational objectives and customer needs
3. Assist with the selection, acquisition and disposal of materials	3.1 Develop proposals for selecting, acquiring and disposing of material 3.2 Assist in the assessment of proposals according to organisational collection management policy 3.3 Establish and maintain processes to review collections in line with collection strategies and policies 3.4 Make recommendations regarding allocation of funds for acquisition of information resources 3.5 Use selection tools to develop details for acquisition of information resources 3.6 Follow organisational procedures for acquisition of information resources 3.7 Participate in the weeding and disposal of materials according to established policies and practices 3.8 Participate in the review of acquisition procedures and make recommendations for improvements
4. Monitor contractor performance	4.1 Monitor performance of contractors engaged to provide outsourced services 4.2 Integrate performance of contractors in the selection and acquisition process 4.3 Refer issues to relevant personnel

Required Skills and Knowledge

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

Required skills

- analytical skills to review data and usage patterns
- communication skills to:
 - consult with customers and colleagues
 - present recommendations
 - negotiate with contractors
- literacy skills to:
 - review feedback
 - articulate recommendations
 - complete paperwork
- numeracy skills to collect and review usage data
- planning and organising skills to:
 - arrange collection reviews
 - organise acquisitions and disposal
- research skills to:
 - investigate current and emerging trends and technology
 - review contemporary best practice
 - search and review to verify bibliographic and other information as the basis for reliable recommendations for inclusion in collections
- self-management skills to:
 - prioritise work tasks and meet deadlines
 - follow workplace procedures
- teamwork skills to work collaboratively with others involved in the management of collections
- technology skills to:
 - use business technology
 - use library management systems.

Required knowledge

- current and emerging trends in relation to libraries and publishing
- selection, acquisition and de-selection processes and procedures
- issues that impact on collection management, such as:
 - Copyright Act
 - statements on free access to information
 - UNESCO's Public Library Manifesto
 - Archives Act
- collection management policies and processes for selecting, weeding and stocktaking
- in-depth knowledge of information services trends and practices.

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: - analyse usage data - apply knowledge of collection strategies and policies that address the requirements and constraints of specific workplace contexts - make acquisition recommendations - develop recommendations that address selection criteria for a variety of collections and formats.
Context of and specific resources for assessment	Assessment must ensure access to: - relevant policies and procedures manuals - a collection for which management strategies and policies may be managed - usage data.
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: - case studies to assess the ability to make acquisition recommendations using specified policies and strategies - review of portfolios of evidence and third-party workplace reports of on-the-job performance - direct questioning to assess candidate's knowledge of collection management policy issues.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: CULICM603A Manage collection maintenance and preservation procedures.

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.

Usage data may be collected from:	• analysis of collection usage • community consultations • data collection using automated systems • informal feedback from customers and other staff • interviews • regular review of collections against organisational objectives • surveys and other methods of formal feedback.
Current and emerging trends may relate to:	• changes in community profiles • changes in usage patterns • digitisation and preservation of materials • growth of collaboration in the acquisitions process through outsourcing, consortia and networks • outsourcing of collection development functions • technological developments affecting formats and acquisitions methods.
Formats may include:	• audiovisual, such as: • DVDs and blu-ray • audio books in various formats • digitised materials • e-resources, such as: • e-books • e-journals • MP3 files • microform • multimedia and kits • periodicals, such as: • newspapers • magazines • journals • photographs • print materials • realia or artefacts.
Libraries and	• archives

information services organisations may include:	• co-located local government services, such as: • local councils • libraries • tourist information centres • government departments, agencies and bookshops • information units, including: • business and financial information units • information units within a parent organisation • galleries • libraries, such as: • national and state • public and private • school • medical • law • business • university • TAFE • museums • online service providers • records management units.
Policy issues may relate to:	• allocation of funding across the collection • challenged materials • collection development and management • copyright, moral rights and intellectual property • cultural and ethnic considerations • disposal of unwanted items • licensing • purchase plans and contracts, such as: • approval plans • outsourcing • networks • consortia • selecting, acquiring and weeding • special collections • vendors.
Supply options may relate to:	• approval plans • creating • digitising • leasing

	• licensing • outsourcing • renting • subscription.
Developing proposals may be based on:	• client groups • format options • specific requests • usage patterns.
Processes may include:	• applying conspectus levels in relation to collection development • identifying gaps in collection using automated shelf lists • reviewing and updating collection development policies in relation to community profile and client needs and demands • reviewing organisational policies and procedure manuals • stocktake procedures.
Selection tools may include:	• databases • online and print • publisher and supplier information • reviews.
Details for acquisition may include:	• availability • cost • format • suppliers' details.
Performance of contractors may relate to:	• after-hours service • competitiveness • flexibility • quality of service • range of products and services, such as: • shelf-ready services for physical processing and cataloguing • approval plans • blanket orders • responsiveness • technological compatibility of vendor systems with library management systems.
Outsourced services may relate to:	• acquisitions • bar coding • binding • book purchasing • cataloguing • computer centre and services

	• copy cataloguing • de-acidification • document delivery and retrieval • imaging • indexing • licensing • microfilming • network management • records management • repairs • shelving • subscription management • web page design and hosting.
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Unit Sector(s)

Knowledge management - Collection management