



Australian Government

Department of Education, Employment and Workplace Relations

CULICM602A Manage collection maintenance and preservation procedures

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 outcomes, skills and knowledge required to establish and manage procedures for the care, maintenance and preservation of collections. It requires significant analytical, communication and planning skills, as well as knowledge of specific issues that apply to the care, maintenance and preservation of materials, both print and electronic.

Application of the Unit

This unit applies to individuals responsible for the physical care of print and electronic collections.

Work is undertaken autonomously, but in consultation with others.

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 and update maintenance and preservation procedures	1.1 Assess collection care and maintenance needs of specific collections based on knowledge of requirements for 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 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 and assess organisational capability to address risk, including digital collections 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
3. Evaluate collection maintenance and preservation procedures	3.1 Instigate systems for the regular monitoring of collection maintenance and preservation procedures 3.2 Monitor procedures to identify aspects that need 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 organisation's collection development and digital preservation policies 3.5 Consult with colleagues on a regular basis to obtain feedback on maintenance and preservation procedures 3.6 Use feedback and outcome of regular monitoring activities to improve procedures

Required Skills and Knowledge

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

Required skills

- communication skills to:
 - consult and communicate with a wide range of stakeholders, including collection specialists and colleagues
 - discuss complex ideas and concepts with others
- learning skills to improve work outcomes and personal achievement through regular review of performance indicators in relation to collection maintenance and preservation procedures
- planning and organising skills to:
 - assess and develop resource strategies for collection care
 - develop and manage policies, systems and procedures for collection care in an integrated way
 - systematically review policies, systems and procedures for collection care, maintenance and preservation
- problem-solving skills to:
 - analyse strategic issues, including risk-management challenges
 - anticipate and respond to a range of problems and challenges that may arise in the context of managing procedures
- self-management skills to:
 - act as a role model at work
 - follow workplace procedures
 - prioritise work tasks
 - set personal and team goals
- teamwork skills to:
 - provide leadership
 - seek feedback from team members on effectiveness of collection maintenance and preservation procedures
 - work collaboratively with others
- technology skills to create, access and manage metadata.

Required knowledge

- strategies for storage, display, preservation and conservation of 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
- issues that affect the care, maintenance and preservation of specific types of information materials, both print and electronic
- copyright, moral rights and intellectual property issues that affect collection care and management

- organisational collection development policies on the care, maintenance and preservation of specific information collections
- cultural protocols that impact on collection care and management, including those for Aboriginal or Torres Strait Islander material
- purposes and objectives of existing digital preservation policies
- benefits and limitations of digital preservation.

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: - manage care and maintenance procedures to meet specific collection and organisational needs - apply an understanding of issues affecting storage, conservation and preservation of materials - apply organisation's collection development policies and procedures, particularly the digital preservation policy - monitor procedures for maintaining and preserving collections.
Context of and specific resources for assessment	Assessment must ensure access to: - relevant policies and procedures manuals, including preservation of digital collections - a collection for which procedures may be managed.
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 - evaluation of care, maintenance and preservation procedures developed by the candidate for a particular collection or workplace situation - evaluation of a review of collection care, maintenance and preservation procedures developed by the candidate in response to a range of different collection scenarios. 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: CULCNM602A Develop and monitor procedures for the movement and storage of collection material.

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.

Collection care and maintenance may relate to:	• cleaning • digital repositories • display • electronic system management • learning objects • metadata • preservation of digital information • risk-management issues, such as: • damage • disaster • loss • storage.
Requirements may relate to:	• access or usage limitations • environmental conditions, such as: • dust • humidity • light • need for cooperative storage • outsourcing digital storage • protection of aging materials • specific display requirements.
Updates may be in formats, such as:	• audio • electronic • print • video.
Organisational priorities and constraints may relate to:	• access policies • available expertise • budgetary constraints • cooperative storage arrangements • current public programs or other activities • licensing agreements • space limitations, including digital storage devices.
Key risk factors may	• acidic paper

include:	• age and decay of bindings • computer malfunction • digital rot • fire • incompetence • obsolescence of hardware and software • relocation • soot • structural collapse of: • cabinets • displays • shelves • theft • vandalism • viruses • water damage.
Organisations may include:	• community advisory organisations or bureaus • government departments, agencies or shopfronts • information units, including: • business and financial information units • information units within a parent organisation • libraries, such as: • public and private • corporate • school • university • museums • galleries • archives • record management units.

Unit Sector(s)

Knowledge management - Collection management