



Australian Government

Department of Education, Employment and Workplace Relations

CULINM502A Provide subject access and classify material

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 provide subject access and classify material to be catalogued. The unit focuses on subject cataloguing, which requires the application of bibliographic organisation methods and the ability to use interpretation and judgement to deviate from precedents where necessary.

Application of the Unit

This unit applies to information services professionals with highly developed technical skills who facilitate customer access to information.

Library technicians working autonomously would generally undertake this role.

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. Catalogue material	1.1 Analyse subject content of material using knowledge of general concepts and principles of bibliographic control, relevant standards and customer needs 1.2 Create records following organisational standards, precedents and techniques and according to industry standards 1.3 Evaluate and adapt precedents to meet specified needs 1.4 Select appropriate subject headings and cataloguing tools and standards 1.5 Construct sufficient headings to enhance access to information using standards and authorities lists 1.6 Format description 1.7 Consult with relevant colleagues to determine systematic and reasonable approaches to cataloguing complex material where no precedents exist
2. Classify material	2.1 Use chosen classification systems to reflect knowledge of principles of organisation 2.2 Select a classification number consistent with classification system that reflects understanding of subject content and provides ready access for customers and staff 2.3 Check shelf list or online catalogue for previously assigned classification numbers for similar items
3. Contribute to maintenance and development of cataloguing practices	3.1 Maintain and apply knowledge of changes in cataloguing practices to enhance cataloguing consistency and quality 3.2 Consult with relevant colleagues regarding issues with cataloguing system operations or procedures and take appropriate action to address problems 3.3 Create and maintain records of materials and holdings according to relevant national and organisational procedures 3.4 Comply with legislation relevant to cataloguing practices

Required Skills and Knowledge

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

Required skills

- analytical skills to interpret and apply cataloguing rules and standards
- communication skills to consult with colleagues
- initiative and enterprise skills to use interpretation and judgement to deviate from classification precedents in the interests of facilitating customer access to information
- literacy skills to:
 - analyse complex information
 - work with cataloguing concepts and standards at a detailed level
- numeracy skills to work with classification schemes and Machine Readable Cataloguing (MARC) coding
- problem-solving skills to identify and respond to challenges in cataloguing systems and procedures
- self-management skills to:
 - prioritise work tasks and meet deadlines
 - follow workplace procedures
- technology skills to use industry-current systems and technologies relevant to cataloguing.

Required knowledge

- cataloguing tools
- classification schemes relevant to work context
- subject access and control of methods, including:
 - authority control procedures
 - subject headings lists
 - thesauruses
- application of authority systems and files
- common automated cataloguing modules relevant to work context
- catalogue maintenance principles and activities
- ways of modifying and upgrading records to suit customer needs, including:
 - additional access points
 - establishing new authorities
- precedents and their use to inform cataloguing of complex materials
- national and international cataloguing standards
- current industry trends relating to cataloguing and classification processes
- copyright, moral rights and intellectual property issues and legislation relevant to cataloguing 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: - construct subject access points and classify material to be catalogued accurately - analyse subject content for cataloguing and classification purposes - apply knowledge of bibliographic and catalogue record components, cataloguing standards and conventions - use current industry cataloguing systems.
Context of and specific resources for assessment	Assessment must ensure: - that activities are conducted over a period of time to reflect the monitoring and implementation aspects of this unit - access to: - relevant cataloguing standards, policies and procedures documents - current industry cataloguing and classification tools.
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 - review of examples of cataloguing work, including original cataloguing and modification of records - review of procedures for cataloguing practice. 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: - CULINM501A Analyse and describe information resources - CULINM503A Use and monitor advanced functions of

	integrated library management systems.
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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.

Material may include:	• assistive technology devices • audiovisual items, such as: • CDs • DVDs • books • computer files and software • daisy • digital files • e-books • e-journals • games, including computer games • journals • kits • maps • material in English • material in languages other than English • microfiche or microfilms • multimedia formats • music • online resources • print or electronic formats • toys • unpublished material, such as manuscripts.
Subject headings relate to:	• authorities • cataloguing tools and standards • content of material • knowledge of structure of chosen thesaurus/subject heading schemes.
Cataloguing tools and standards will be limited to those used by the organisation but may include:	• Anglo-American Cataloguing Rules (AACR) • classification schemes, such as: • Moys • Sears • Universal Decimal Classification (UDC) • Cutter-Sanborn tables

	• Dewey Decimal Classification (DDC) system • Libraries Australia Cataloguing Client Manual and guidelines for different formats • Library of Congress Authorities • Library of Congress Subject Headings (LCSH) • Library of Congress Classification • Library of Congress Rule Interpretations • MARC coding formats • metadata coding manuals • Resource Description and Access (RDA) toolkit • Schools Cataloguing Information Service (SCIS) subject headings.
<i>Maintaining and applying knowledge</i> may refer to:	• active participation in cataloguing networks and e-lists • attending relevant workshops, conferences and training sessions • keeping up-to-date with cataloguing newsletters and announcements, such as: • cataloguing-related websites • emails • reading conference proceedings • reading relevant journals and professional literature.
<i>Changes in cataloguing practices</i> may relate to:	• cataloguing guidelines • cataloguing practices • phasing in new cataloguing standards, such as RDA • procedures as advised by Libraries Australia or cataloguing system providers • upgrading catalogue records to conform to changes, such as those to: • MARC formats • metadata standards.
<i>Complying with legislation</i> may relate to:	• affixing copyright warnings to materials • displaying copyright warnings, such as those near photocopiers • duplicating materials • implementing security measures to protect or warn against illegal copying of CDs and DVDs • intellectual property rights • managing digital rights and moral rights.

Unit Sector(s)

Knowledge management - Information management