



BSB52115 Diploma of Library and Information Services

National ID: BSB52115 | State ID: AZJ4

About this course

Gain advanced skills and knowledge for your career in library and information services

This course will give you the necessary skills and knowledge to **work in public, academic and special libraries**, such as health and law, or other information organisations. Our lecturers are library professionals, up-to-date with **industry best practice** and with **strong connections with local library staff** and organisations.

On successful completion of this course you will be able to apply to the Australian Library and Information Association (ALIA) for professional (Library Technician) membership – **ALIATec**.

Gain these skills

- Contribute to the maintenance and digitisation of library collections
- Provide leadership for library teams and manage customer service
- Develop library activities, events and programs
- Promote literature and reading to clients
- Undertake cataloguing activities to describe and classify print and digital resources
- Assist clients with complex information needs
- Build, update and write content for websites, and resolve client IT problems
- Develop your understanding of current library challenges and trends, including emerging technologies and copyright issues

Is this course right for me?

I have the following attributes:

- Good communication skills
- Excellent research skills

- Good computer skills
- Strong focus on customer service

Details

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

Semester 1, 2020

Perth (Northbridge) - On Campus



Duration: **3 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

Units

Core

National ID	Unit Title
BSBCUS501	Manage quality customer service
BSBLDR403	Lead team effectiveness
BSBLIB402	Consolidate and maintain industry knowledge
BSBLIB503	Develop and promote activities, events and public programs
BSBLIB513	Monitor compliance with copyright and licence requirements
BSBLIB604	Extend own information literacy skills to locate information
ICTSAS410	Identify and resolve client ICT problems

Elective

National ID	Unit Title
BSBEBU401	Review and maintain a website
BSBLIB403	Complete a range of cataloguing activities
BSBLIB406	Obtain information from external and networked sources
BSBLIB407	Search library and information databases
BSBLIB506	Maintain digital repositories
BSBLIB507	Promote literature and reading
BSBLIB509	Provide subject access and classify material
BSBLIB511	Research and analyse information to meet customer needs
BSBLIB603	Contribute to collection management
ICTWEB201	Use social media tools for collaboration and engagement
ICTWEB418	Use development software and ICT tools to build a basic website
ICTWEB420	Write content for web pages

Entrance requirements

School Leaver	Non-School Leaver	AQF
Completion of WACE General or ATAR (Minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

Completion of Certificate IV in Library and Information Services or equivalent.

Further study

University pathway arrangements provide you with the opportunity for direct entry and advanced standing in the following university courses:

- Curtin University - Bachelor of Arts (Librarianship and Corporate Information Management)
- Charles Sturt University - Bachelor of Information Studies

Job opportunities



[Library Technician \(in public, academic and special libraries\) | Gallery Technician | Museum Technician](#)

Other job titles may include:

- Small Museum Manager
- Small Gallery Manager
- Access Services Officer
- Collection Development Officer

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

Students studying part-time are advised to complete the qualification within 3 years. National changes to the qualification may result in additional studies.

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- Monday and Tuesdays
- Thursdays and Fridays (work placement)

Fees and charges

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.