



BSB42115 Certificate IV in Library and Information Services

National ID: BSB42115 | State ID: AZK3

About this course

Provide excellent customer service in a library environment

This course builds on the skills and knowledge gained in BSB312154 Certificate III in Library and Information Services. Your studies could lead to employment in a **broad range of environments** such as public, hospital, law, university or school **libraries**. Or you may find work in the **information based organisations**, such as a web-based database service.

Your lecturers in this course are **library professionals, up-to-date with industry best practice** and with **strong connections** with local library staff and organisations.

To successfully complete this course, you will be required to undertake a compulsory work placement.

Gain these skills

- Provide leadership for library teams in areas including customer service and occupational safety and health
- Undertake cataloguing activities to describe and organise library resources
- Search online databases and retrieve information from external sources for information
- Maintain websites and use social media tools
- Assist and present information to clients to help them access library and external resources
- Build your understanding of current library challenges and trends, including emerging technologies.

Is this course right for me?

I have the following attributes:

- Good communication and interpersonal skills
- Excellent organisational skills
- Comfortable using technology

- Able to work as part of a team

Overview

Semester 2, 2019

Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 2, 2019**



How: **0**

Units

Core

Unit Title	National ID
Deliver and monitor a service to customers	BSBCUS301
Use and respect copyright	BSBIPR401
Lead team effectiveness	BSBLDR403
Provide multimedia support	BSBLIB303
Consolidate and maintain industry knowledge	BSBLIB402
Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401

Elective

Unit Title	National ID
Review and maintain a website	BSBEBU401
Process and maintain information resources	BSBLIB306
Complete a range of cataloguing activities	BSBLIB403
Assist customers to access information	BSBLIB405
Obtain information from external and networked sources	BSBLIB406

Unit Title	National ID
Search library and information databases	BSBLIB407
Present information on activities, events and public programs	CUAEVP401
Operate application software packages	ICTICT203
Use social media tools for collaboration and engagement	ICTWEB201

Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

Completion of Certificate III in Library, and Information Services or equivalent.

Job opportunities



[Library Assistant](#) | [Library Attendant](#) | [Library Clerk](#)

Other job titles may include:

- Collections Management Assistant
- Small Museum or Gallery Coordinator
- Museum Assistant
- Museum Visitor Liaison Officer
- Museum Visitor Services Team Leader
- Library Officer (in public, hospital, law, university, college and school libraries)

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

Industry placement is available to eligible students on completion of Certificate IV

Fees and charges

View our [Indicative Fees list](#)

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.

Please note, fees are subject to change.