Locate and Catalogue Information for Libraries Skill Set
State ID: EAB23

About this course
A course to get your skills in order
If you are employed or have prior experience in library or information management and would like to **gain a formal library technician qualification**, then this is the Skill Set for you.

On successful completion you'll have completed five introductory units from BSB52115 Diploma of Library and Information Services. The units are designed to gain or enhance a broad range of skills and cover **team leadership**, **cataloguing**, **searching online databases** and **trends** in library service provision.

Gain these skills
- Provide effective leadership for developing efficient work flows and teams
- Catalogue resources to international standards
- Searching skills for online databases
- Understand trends applicable to the library and cultural services industry

Is this course right for me?
I have the following attributes:
- Good communication and interpersonal skills
- Good organisational skills
- A keen eye for detail

Details
Semester 2, 2019

Perth (Northbridge) - Online

- **Duration:** 13 Week/s
- **When:** Semester 2, 2019
- **How:** Online

**Prerequisites**

While there are no prerequisites this course is ideally suited to those already employed in the library or information management industry who wish to commence a Diploma pathway as a Library Technician.

**Further study**

- Diploma of Library and Information Services

**Important information**

This course runs for 13 weeks commencing Monday 2 September to Friday 29 November, with an orientation session held on Saturday 31 August.

The orientation session will be run at our Perth campus from **9:30am - 11:30am on Saturday 31 August**. The rest of the skill set will be delivered online.

**Fees and charges**

$1795

*Please note, fees are subject to change.*