



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**

Units

Core

National ID	Unit Title
BSBLDR403	Lead team effectiveness
BSBLIB402	Consolidate and maintain industry knowledge

Elective

National ID	Unit Title
BSBLIB403	Complete a range of cataloguing activities
BSBLIB406	Obtain information from external and networked sources
BSBLIB407	Search library and information databases

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

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.