



Heritage Collections Specialisation Skills Audit

Welcome to the ALIA PD Scheme Heritage Collections Specialisation Skills Audit. The skills audit will help you identify gaps in your knowledge and provide guidance for choosing your most appropriate continuing professional development activities.

The audit supports the key competencies for heritage collections. These competencies were identified as required for library and information science professionals in Australia. Each competency has associated guiding skills listed.

When marking the tables, consider how well you think you can apply the skill:

- **Really well** - means that you are very proficient, and have an advanced level of knowledge or skills
- **Well** - means that you are more than just proficient, but you could still learn more about the skill
- **I can do this** - means you are proficient and have a basic level of knowledge or skills
- **More practice** - means that you are not quite proficient, and need to learn more about this skill or knowledge
- **Learn this** - means that you need to learn this skill or knowledge
- **No interest** - means that this skill or knowledge has no interest to you or the career path you are pursuing. It could also be something you may wish to learn later in your career.

1. Understand the principles and practices related to the acquisition, description, preservation, storage, and access to heritage materials

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I have an understanding of the principles and practices related to the acquisition of heritage collections						
(b) I appreciate the importance of provenance and the ability to value a collection item						
(c) I keep up to date with how to best describe heritage collection materials						
(d) I have knowledge of preservation and storage as these areas of activity relate to heritage collections						
(e) I have knowledge of how to handle heritage collections in the event of an emergency						
(f) I understand how to facilitate access to heritage collections, including how to facilitate a supervised viewing						

2. Awareness of copyright, and cultural and intellectual property issues that affect management, collection care, and access.

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I have a broad knowledge of copyright legislation in Australia and can offer basic information on copyright relating to heritage collections						
(b) I have awareness of Aboriginal and Torres Strait Islander cultures, The AIATSIS Code and the ATSILIRN Protocols, and understand the sensitive use, access and preservation of information relating to Indigenous Australians. I understand when I need to seek further guidance in this area.						
(c) I am aware of the roles and importance of embargoes and restrictions that are applied to some heritage collections						
(d) I am able to assist researchers wanting to explore heritage collections to navigate some of the complexities attached to some of these collection material						
(e) I am able to assist colleagues in facilitating access to heritage collections						

3. Understand the vision and strategic direction of the governing organisation or institution responsible for the heritage collection, including issues around funding heritage collections

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I understand the vision and strategic direction of my organisation						
(b) I appreciate the financial challenges facing my own institution in building and maintaining heritage collections as well as the broader financial challenges facing cultural institutions						
(c) I am able to contribute to onsite events and online promotion of the heritage collections of my organisation						
(d) I am able to showcase heritage collections in ways that support fundraising campaigns at my organisation						
(e) I am aware of and can make relevant applications for alternative funding opportunities such as grants and scholarships for the benefit of the heritage collection						
(f) I am able to talk about and promote heritage materials in ways that support awareness of my organisation's collections						

4. Understand and identify the risks to different formats of materials, and practice strategies to reduce these risks, for the appropriate storage, display, preservation and conservation of different types of materials

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I am aware of the principles associated with undertaking condition and risk assessments for different formats of materials						
(b) I understand the importance of following internal and industry procedures to protect heritage collections for storage and display						
(c) I understand the importance of following internal and industry procedures to protect heritage collections for preservation and conservation						
(d) I am able to work with specialists as required to ensure heritage collections are stored, displayed, preserved and conserved appropriately						
(e) I have an awareness of the additional protocols for Aboriginal and Torres Strait Islander culture, the ATSILIRN protocols and the AIATSIS Code and can apply this understanding to the sensitive storage, display, preservation and consultation						

5. Apply relevant technology and systems to manage, preserve, and share heritage collection material for research, community engagement, outreach and awareness, scholarly information resources, and to support teaching and learning

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I can effectively apply relevant technology and systems to manage heritage collections						
(b) I am aware of how relevant technology and systems can assist in the preservation of heritage collections						
(c) I can use relevant technology and systems to share heritage collection materials for research, community engagement, outreach and awareness						
(d) I can use relevant technology and systems to share heritage collection materials to support scholarly information resources						
(e) I can use relevant technology and systems to share heritage collection materials to support a wide range of teaching and learning activities						

6. Understand and respect the diversity of Aboriginal and Torres Strait Islander peoples and cultures, and Indigenous Cultural and Intellectual Property (ICIP) protocols. Promote and support Indigenous ways of knowing, maintaining and transmitting culture

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I understand and respect the diversity of Aboriginal and Torres Strait Islander peoples and cultures						
(b) I have awareness of, and knowledge of, Indigenous Cultural and Intellectual (ICIP) protocols						
(c) I have awareness of, and knowledge of, the Aboriginal and Torres Strait Islander Library and Information Resource Network (ATSILIRN) protocols for libraries, archives and information services						
(d) I am aware of the many sensitivities around Aboriginal and Torres Strait Islander collections and am able to consult as appropriate and seek further information as necessary						

7. Understand the complexities, benefits and limitations of digitisation for access and preservation

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I can demonstrate my understanding of the complexities, benefits and limitations of digitisation						
(b) I have knowledge of digitisation for access						
(c) I have knowledge of digitisation for preservation						
(d) I can contribute to the digitisation priorities of my organisation through nominating (and justifying) heritage collection items for digitisation						
(e) I can access and share the digital surrogates of heritage collection materials						

8. Identify, develop and apply the organisation's collection development policies and procedures

	Really well	Well	I can do this	More practice	Learn this	No interest
a) I am able to identify, interpret and apply my organisation's collection development policies and procedures						
b) I am able to constructively contribute to regular reviews and major developments of my organisation's collection development policies and procedures						
c) I am able to contribute to the acquisition of heritage collection materials for my organisation, including materials available via donation or purchase						
d) I am able to discuss and share my organisation's collection development policies and procedures with colleagues across the library and information services profession as well as organisational stakeholders						

9. Manage professional relationships with internal and external stakeholders, curate and communicate information and resources to a range of users in ways that share and showcase heritage collections

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I have the ability to work collaboratively with a wide range of library and information professionals as well as with stakeholders of external organisations						
(b) I am aware of the importance of accountability and transparency in decision making and document my processes as needed						
(c) I can write and verbalise clear and concise policies, procedures and correspondence to communicate to a diverse range of users and stakeholders						
(d) I have good general knowledge regarding the ways in which heritage collections can be showcased in informal ways (such as displays, supervised viewings, blog posts and social media promotion)						
(e) I have good general knowledge regarding the ways in which heritage collections can be showcased in formal ways (such as exhibitions, event viewings, conference presentations and academic publications)						

10. Maintain currency of professional knowledge and practice, including histories of heritage collections and future trends for these collections

	Really well	Well	I can do this	More practice	Learn this	No interest
(a) I participate in lifelong education and professional development opportunities from a variety of sources						
(b) I am able to design and implement a plan for continuing professional development						
(c) I actively participate in professional organisations relevant to the field of heritage collections, including attendance at conferences and workshops						
(d) I participate in informal and formal learning activities within the workplace						
(e) I actively engage with library and information profession colleagues as well as read widely to maintain my knowledge of the histories and the futures of heritage collections						