



Continuing Professional Development Scheme

Digital Literacy Specialisation Skills Audit

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

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 public library sector and the policies, issues and trends that impact on digital literacy.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I am able to find current information on the public library sector within Australia and am aware of recent trends.						
b) I am able to document the major information policies and programs of my parent organisation and other cultural agencies.						
c) I am aware of the LIS profession's responsibilities in the digital landscape, including questions of privacy, security and freedom of information.						
d) I understand what digital literacy is and the major ethical and legal issues within digital citizenship.						
e) I demonstrate awareness of Aboriginal and Torres Strait Islander cultures.						



2. Understand the principles and practices related to providing information services to meet the community’s needs.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I am aware of the information needs of different sectors of the community – parents, children, businesses, community groups, Aboriginal and Torres Strait Islanders, students, people living with a disability and other groups.						
b) I understand the information policies of my library service, and their implications for digital services.						
c) I have a good knowledge of the methods of information delivery and access including consideration of the specific information needs of diverse populations.						
d) I know why, how and when to add value to the service I offer.						
e) I can measure the effectiveness, quality and value of the principles and practices of digital information services to users.						



3. Know and understand the importance of reading among all members of the community and actively promote and support programs for members of the community with identified literacy needs.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I am able to locate and understand information on my community's literacy levels and identified needs.						
b) I am able to undertake educational needs analyses to inform the design and delivery of literacy programs.						
c) I am able to design, develop and deliver reading-focused programs, often in partnership with schools, business, media or community organisations.						
d) I am able to contribute to community engagement on literacy, with a digital literacy focus.						



4. Understand the management of public library resources in a broad range of formats.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I understand the basic principles of access, data standards, and system analysis techniques.						
b) I am able to acquire, use and evaluate information technologies and materials in all genres and formats.						
c) I am aware of the increasing integration of systems and technologies.						
d) I am able to provide technological solutions for permanent access to electronic information.						
e) I am aware of issues pertaining to digital collections such as digitisation of collections, metadata standards, and digital repositories.						
f) I understand the basic communications and information infrastructure.						
g) I understand the wider implications of copyright and electronic licensing.						
h) I have a good knowledge, and maintain awareness of available eresource systems.						
i) I am able to negotiate license fees and access options for eresources.						



5. Know and understand the application of leadership, finance, communication and management theory and techniques.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I understand the mission of my library and its place in the broader institution.						
b) I have the ability to forge and maintain alliances with community-based organisations, museums, galleries, schools, media and others to meet the community's needs.						
c) I have a good understanding of human resources management including recruitment, retention, staff development, and mentoring.						
d) I am able to manage facilities planning and space allocation.						
e) I have a good understanding of budgeting, cost analyses, and fundraising.						
f) I am aware of basic principles of public relations, marketing, and advertising.						
g) I have a good knowledge of library programs and services administration.						



6. Know, understand and use current technology and systems to manage all forms of information.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I have a good practical knowledge of the selection, acquisitions, and control of resources including the licensing of resources, including eBooks and multimedia.						
b) I am aware of the opportunities for use of mobile technologies in community programs.						
c) I am aware of cataloguing, classification, abstracting, and thesaurus construction.						
d) I understand that there are national standards and conventions for cataloguing print and online resources.						
e) I can find information on the changing trends in the formatting, production, and dissemination of information resources.						



7. Understand the importance of digital literacy in the wider community, and assist in its development.

	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
a) I can undertake an in-depth reference interview.						
b) I know how to locate research literature through my knowledge of databases, using advanced search techniques.						
c) I can apply my understanding of evidence-based practice to digital literacy.						
d) I can apply effective and innovative search techniques.						
e) I have the knowledge to assist community members to evaluate and analyse sources of information.						
f) I am aware of best practice in online safety and security.						
g) I provide workshops for individuals and groups to build their technology skills.						
h) I am able to design skill-appropriate technology services and programs for different sectors of the community.						
i) I work with local groups to identify new and emerging digital needs and raise these issues with my organization.						



8. Maintain currency of professional knowledge and practice.

	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 digital literacy including attendance at conferences and workshops.						
d) I contribute to publishing and research (for example editing or writing articles for professional newsletters or journals, researching and writing reports or conference papers or conducting a research project).						
e) I participate in informal and formal learning activities within the workplace.						
f) Reflect on and record my professional development.						



Management and leadership.

BUDGETING AND PLANNING	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
I have a good understanding of accounting practices and procedures.						
I am able to prepare effective, easily read financial reports						
I am able to fiscally plan for the short, medium and long term.						
I am aware of a range of sources for grants to fund my library.						
I am able to write effective grant applications.						
I can measure the effectiveness, quality and value of library services.						

HUMAN RESOURCES	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
I understand how to apply the recruitment and selection process.						
I am able to roster staff according to the needs of the library, staff and training commitments.						
I am able to implement the performance management process.						
I am aware of the key elements of workplace relations, and how to best manage them.						
I am able to work with and effectively manage volunteers.						



LAWS, POLICIES AND PROCEDURES	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
I understand and know how to find the local, state and federal laws pertaining to the library and information field.						
I am able to write clear, and concise policies and procedures.						
I am able to regularly review and update policies and procedures as necessary.						
I am aware of and can assist in disaster preparedness policies and procedures.						

STAFF TRAINING AND DEVELOPMENT	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
I understand the importance of professional development.						
I have a Certificate IV in Training and Assessment.						
I am able to train staff members in various facets of library work.						
I understand how to measure the effectiveness of the training I provide.						

COMMUNITY RELATIONS AND MARKETING	REALLY WELL	WELL	I CAN DO THIS	MORE PRACTICE	LEARN THIS	NO INTEREST
I am aware of the basic principles of marketing and consumer behaviour.						
I am able to design and deliver a range of public programs to promote the library and its services.						