



Public Library: Local Studies/Genealogy

Competencies

1. Understand the public library sector and the policies, issues and trends that impact on the local studies area.

(e.g. developments in community values; local government archiving policy; working with organisations with similar interests (family history, genealogy and, historical societies, the National Trust, digitization and preservation; ethical and legal issues...)

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

(e.g. reference services; access to rare or valuable items; document delivery, sustainable digitization projects including scope, costs, delivery and promotion; preservation and conservation principles and practices...)

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 within a local studies context.

(e.g. community engagement and consultation on literacy, engagement with other organisations such as museums and archives; promotion of digital collections...)

4. Understand the management of local studies resources in a broad range of formats.

(e.g. collection development and management; co-operative relationships with museums, galleries, etc; donation policy; copyright; digital repositories; digitisation of collections; cataloguing; classification; metadata...)

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

(e.g. project planning; organisational policy, planning and decision making; financial management; marketing and public relations; review and evaluation of services; creation and publishing of original and interpretive works in various formats; measurement of program outcomes...)

6. Understand and use current technology and systems to manage local studies collections.

(e.g. library systems implications for original cataloguing; mobile technologies for application in local collections, database creation and management; authentication and authorisations; content management; learning management systems...)

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

(e.g. potential users of local studies collections - general community, researchers, community groups; articulate the value of digitization of local collections, metadata and finding aids; best practices of digital resource acquisition, creation, management storage and preservation...)

8. Maintain currency of professional knowledge and practice.

(e.g. participation in professional organisations; attending formal conferences and workshops; participating in informal workplace learning activities; research and publishing in LIS...)