



Continuing Professional Development Scheme

Local Studies Specialisation Skills Audit

Welcome to the ALIA PD Scheme Local Studies 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.

When using this checklist for the ALIA PD Scheme Public Library Specialisation, as an autonomous professional you will also need to assess what level of skill is best aligned to your career goals; some skills you will only need to be proficient in or they will not be relevant at all, while others you may decide you need an advanced knowledge.



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

| | REALLY WELL | WELL | I CAN DO THIS | MORE PRACTICE | LEARN THIS | NO INTEREST |
|--|-------------|------|---------------|---------------|------------|-------------|
| a) I am able to find information on the public library sector within Australia and develop an awareness 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 local government archiving policies and its impact upon my organisation's collections. | | | | | | |
| d) I understand the major ethical and legal issues raised within the local studies area, especially with regard to cultural safety, preservation, digitization and privacy. | | | | | | |
| e) I am aware of the demographic profile of my community, and ongoing trends, and of local organisations with similar interests – family history societies, genealogical groups, historical societies, and organizations such as the National Trust. | | | | | | |
| f) I am aware of the necessity for a clear donations policy within my organization, specifically as applied to rare or unique items with a local studies value. | | | | | | |
| g) I understand the appropriate ways to | | | | | | |



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| handle materials with Aboriginal and Torres Strait Islander content and I am familiar with the <u>ATSILIRN</u> protocols. | | | | | | |
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2. Understand the principles and practices related to providing information services to meet community needs.

| | REALLY WELL | WELL | I CAN DO THIS | MORE PRACTICE | LEARN THIS | NO INTEREST |
|--|-------------|------|---------------|---------------|------------|-------------|
| h) I am aware of the different information needs of library users' local organisations with relevant interests, as well as genealogical groups, historical societies, and organizations such as the National Trust. | | | | | | |
| i) I understand the information policies of my library service, and their implications for local studies collections and users. | | | | | | |
| j) I have a good knowledge of relevant methods of information delivery and access including consideration of the specific requirements regarding rare or valuable items, digitization projects and their associated costs, and services such as document delivery. | | | | | | |
| k) I know why, how and when to add value to the local studies service I offer. | | | | | | |
| l) I can measure the effectiveness, quality and value of the principles and practices of local studies collections to the wider community. | | | | | | |



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

| m) | REALLY WELL | WELL | I CAN DO THIS | MORE PRACTICE | LEARN THIS | NO INTEREST |
|--|-------------|------|---------------|---------------|------------|-------------|
| a) I am able to locate information on my community's literacy levels and identified needs. | | | | | | |
| b) I am able to undertake engagement with business, media and other organizations such as museums and archives to promote access to local studies collections. | | | | | | |
| c) I have strong writing and publishing skills which allow me to design programs to promote items and inspire broader interpretation of local studies collection, eg exhibitions, user guides. | | | | | | |
| d) I am able to contribute to community engagement on literacy with a local studies focus, eg evolution of handwriting, family history. | | | | | | |
| e) I design programs which promote community created content and encourage the creation of oral history records. | | | | | | |



4. Understand the management of local studies 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. | | | | | | |
| 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 digitization issues such as digitisation of collections, metadata standards, and digital repositories. | | | | | | |
| f) I am aware of the complexity of value as applied to rare items – research value, monetary value, preservation value. | | | | | | |
| g) I understand the wider implications of issues such as copyright and electronic licensing. | | | | | | |



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, 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 for presentations and exhibitions. | | | | | | |
| e) I have a good understanding of budgeting, cost analyses, and fund-raising. | | | | | | |
| 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. | | | | | | |
| h) I am able to manage a volunteer workforce. | | | | | | |



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

| | REALLY WELL | WELL | I CAN DO THIS | MORE PRACTICE | LEARN THIS | NO INTEREST |
|--|-------------|------|---------------|---------------|------------|-------------|
| a) I have a good practical knowledge of the selection, acquisition, and control of resources including the licensing of resources, including eBooks and multimedia. | | | | | | |
| b) I am able to create and maintain local databases when necessary, in order to manage specialised resources. | | | | | | |
| c) I am aware of cataloguing, classification, abstracting, and thesaurus construction, and am confident in the original cataloguing often required by specialised collections. | | | | | | |
| 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. | | | | | | |
| f) I understand the need for authentication and authorizations within library systems, as a means of protecting data integrity and security. | | | | | | |
| g) I am aware of new and emerging uses for mobile technology in local studies. | | | | | | |



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

| | REALLY WELL | WELL | I CAN DO THIS | MORE PRACTICE | LEARN THIS | NO INTEREST |
|--|-------------|------|---------------|---------------|------------|-------------|
| a) I am aware of the potential users of local studies collections, including researchers and community groups, and their digital literacy levels. | | | | | | |
| b) I am aware of best practice digital resource acquisition, creation, management, storage and preservation. | | | | | | |
| c) I am able to articulate the value of digitization of local collections, metadata and finding aids. | | | | | | |
| d) I am able to design programs to address relevant issues such as using unique resources, accessing digitized formats. | | | | | | |
| e) I work with local groups to create programs and procedures that will both protect any rare or valuable items and allow access to the items by interested users. | | | | | | |
| f) I prioritise outreach to the community and promote the sharing of local history | | | | | | |



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 public librarianship 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) I 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 |
|--|----------------|------|------------------|------------------|---------------|----------------|
| n) I have a good understanding of accounting practices and procedures. | | | | | | |
| o) I am able to prepare effective, easily read financial reports | | | | | | |
| p) I am able to fiscally plan for the short, medium and long term. | | | | | | |
| q) I am aware of a range of sources for grants to fund my library. | | | | | | |
| r) I am able to write effective grant applications. | | | | | | |
| s) 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 |
|--|----------------|------|------------------|------------------|---------------|----------------|
| t) I understand how to apply the recruitment and selection process. | | | | | | |
| u) I am able to roster staff according the needs of the library, staff and training commitments. | | | | | | |
| v) I am able to implement the performance management process. | | | | | | |
| w) I am aware of the key principles and legal obligations relating to workplace relations | | | | | | |
| x) I am able to work with volunteers, and to effectively manage them. | | | | | | |



| LAWS, POLICIES AND PROCEDURES | REALLY WELL | WELL | I CAN DO THIS | MORE PRACTICE | LEARN THIS | NO INTEREST |
|---|-------------|------|---------------|---------------|------------|-------------|
| y) I understand and know how to find the local, state and federal laws pertaining to the library and information field. | | | | | | |
| z) I am able to write clear, and concise policies and procedures. | | | | | | |
| aa) I am able to regularly review and update policies and procedures as necessary. | | | | | | |
| bb) 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 |
|--|-------------|------|---------------|---------------|------------|-------------|
| cc) I understand the importance of professional development. | | | | | | |
| dd) I have a Certificate IV in Training and Assessment. | | | | | | |
| ee) I am able to train staff members in various facets of library work. | | | | | | |
| ff) 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 |
|---|-------------|------|---------------|---------------|------------|-------------|
| gg) I am aware of the basic principles of marketing and consumer behaviour. | | | | | | |
| hh) I am able to design and deliver a range of public programs to promote the library and its services. | | | | | | |