# LSIILARE8v2
## Apply standards for the description and location of items

**Overview**

This standard is about cataloguing items so that they are accurately described and their location assigned. It covers the use of metadata standards for describing the item's purpose, type, audience, currency, provenance, etc. It also covers the use of cataloguing and filing schemes so that items can be stored in an appropriate place and easily retrieved. It does not cover indexing and labelling standards to enable the identification of the content of an item for subject searching, which is covered in standard E7.

This standard is applicable to people in practitioner and operational roles who apply processes and standards that enable items in physical and digital collections and repositories to be found.

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## Performance criteria

*You must be able to:*

P1  analyse and understand the information content

P2  ensure a helpful and logical arrangement of the physical collections by applying agreed classification and filing schemes

P3  organise physical and digital items according to the scheme used

P4  apply or check metadata to ensure it accurately describes the item and its provenance

P5  develop templates and systems to enable the automated addition of metadata

P6  develop indexes to collections using agreed conventions

P7  write catalogue entries with the amount of description appropriate to the collection and its use

P8  develop and maintain classification and filing systems appropriate to the collection

P9  accurately enter classification and filing data into manual or electronic systems

P10  keep records about modifications needed and made to the conventions

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### Knowledge and understanding

*You need to know and understand:*

K1    the principles of classification, metadata and filing structures

K2    relevant external standards for classification, metadata, and filing structures

K3    your organisation's processes and standards for classification, metadata, and filing structures

K4    the subject matter in your area of responsibility

K5    how the content and materials will be used and any long-term implications of this use that will affect your treatment of material

K6    the purpose of the indexes, catalogues or files, and the factors that determines their scope and range

K7    how best practice in cataloguing and indexing can ensure the representation and visibility of under-represented groups in collections

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## Additional Information

**Behaviours**

1. You appreciate the level of detail needed to meet the needs of the organisation and customers
2. You champion the application of standards across the organisation
3. You are willing to adopt standards and tools developed by others
4. You seek to improve the relevance of standards for describing items for your organisation
5. You recognise the importance of standards for enabling items to be identified, stored, and found

**Links to other NOS**

This standard has links with the NOS for Health Informatics, developed by Skills for Health.
See www.skillsforhealth.org.uk

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| **Relevant occupations** | Arts, Media and Publishing; Public Services; Professional Occupations; Information and Communication Technology; Research Professionals; Librarians and Related Professionals; Local Area Archives; Microfilm and Microfiche Technician; Publishing and information services; Language, literature and culture; Education and training; Teaching and lecturing; Direct learning support; Teaching Professionals; Public Service Professionals; Government and Related Organisations; Records; Communications; General; Public Service and Other Associate Professionals |
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