Managing and Organising Information

Refresher 2018-20

Tasks	Skills Needed	Band level	Type of training	Trainer	Outcomes	Time Scale	Notes
Cataloguing	Basic cataloguing skills for new staff. To include Keywording	All bands	Part of New staff induction Refresher at a staff meeting	AH	Confident of use. All current staff are aware of this.	As required	
Classification	Bliss Classification update	6+	Part of New staff induction. Refresher at a staff meeting	AH/LS	Able to keep up-to-date with Bliss developments	As required	
Processing	Security tagging Stamping Barcoding Spine Labelling for new staff	All	Part of New staff induction. Refresher at a staff meeting	MZ	Confident of use. Existing staff fully trained	As required	