



Australian Government

Assessment Requirements for BSBINS405 Use integrated library management systems

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- use integrated library management systems (ILMS) to:
 - process loans and returns according to organisational policies and procedures on at least two occasions
 - conduct basic online catalogue searches on at least two occasions
 - create records in acquisitions module on at least two occasions
 - create reservations on at least two occasions.

In the course of the above, the candidate must:

- maintain knowledge of trends and emerging technologies affecting ILMS
- demonstrate customer support.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key features of ILMS
- interrelation between different functions of an integrated library management system, including cataloguing, circulation, and acquisitions modules
- key features of online catalogues
- key features of automated circulation systems, including self-charging systems and associated technologies
- organisational policies and procedures relating to:
 - lending
 - inter-library loans
 - security
 - financial transactions

- customer service
- processing loans and returns
- circulation services
- common safe work practices relating to using an ILMS.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- organisational policies and procedures relevant to performance evidence
- ILMS for loan processing and catalogue use, acquisitions and reservations.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>