



Australian Government

BSBINS503 Monitor compliance with copyright and licence requirements

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.

Application

This unit describes the skills and knowledge required to monitor compliance with copyright and licence requirements for collections held by businesses, archives, galleries, libraries and museums.

The unit applies to individuals who are responsible for monitoring the organisation's compliance with copyright and licence requirements regarding collections held in archives, galleries, libraries and museums, and who operate autonomously but in consultation with other relevant stakeholder.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Technical Skills – Information Services

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Monitor compliance with copyright legislation	1.1 Research information sources to keep abreast of information about copyright relevant to libraries and cultural institutions 1.2 Review and confirm consistency of organisational procedures with copyright obligations and organisational policy 1.3 Identify gaps in procedures to be addressed and seek specialist advice, where required 1.4 Identify sources of specialist advice about copyright legislation 1.5 Advise relevant stakeholders about legal and economic implications of copyright infringement and other legislative

ELEMENT	PERFORMANCE CRITERIA
	obligations
2. Monitor licence agreements	2.1 Identify materials within organisations that require licences 2.2 Research organisational protocols regarding licences and implications for digital rights management 2.3 Source information regarding licence agreements between own organisation and vendors of electronic resources 2.4 Explain to relevant stakeholders their responsibilities in relation to licence and digital rights management
3. Assess risks associated with donated and culturally sensitive material	3.1 Use organisational procedures for accepting donations and culturally sensitive material and confirm consistency with organisational policies and procedures 3.2 Identify copyright and licence risks associated with these practices 3.3 Provide advice about identified risks to relevant stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> Interprets complex information from sources to identify relevant and key information
Writing	<ul style="list-style-type: none"> Articulates complex ideas in language appropriate to intended audience Uses clear and coherent language to provide advice and present different strategies
Oral Communication	<ul style="list-style-type: none"> Uses an appropriate tone and vocabulary to express complex ideas to different audiences
Planning and organising	<ul style="list-style-type: none"> Plans, organises, implements and reviews systems and processes to manage compliance with relevant regulations and legislation
Teamwork	<ul style="list-style-type: none"> Collaborates with others, sharing information to build strong work groups
Problem solving	<ul style="list-style-type: none"> Systematically gathers and analyses all relevant information and evaluates options to make decisions Uses problem solving techniques to identify and analyse issues
Technology	<ul style="list-style-type: none"> Uses main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Supersedes and is equivalent to BSBLIB513 Monitor compliance with copyright and licence requirements.

Links

Companion Volume Implementation Guide is found on VETNet -

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