



Australian Government

**Assessment Requirements for BSBINS507
Use advanced functions of 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:

- source and evaluate information regarding two current industry trends in relation to integrated library management systems (ILMS) on at least two occasions
- use basic and advanced features of an ILMS to locate information resources for customers on at least three occasions
- evaluate functionality of an ILMS and make recommendations for improvements on one occasion.

In the course of the above, the candidate must:

- conduct basic and advanced online catalogue searches
- provide information to customers in a manner consistent with organisational policies and procedures
- create records in an ILMS.

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:

- basic operation of automated library management systems (ILMS), including interrelation between cataloguing, circulation, online catalogue and acquisitions modules
- basic and advanced features of automated library management systems, including customer self-service systems and associated technologies
- implications of relevant workplace policies, procedures and costs in relation to lending and circulation services
- procedures for handling money and security
- best practice customer service policies and procedures
- impact of relevant legislation on provision of library and information services.

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 manuals relevant to performance evidence
- current industry systems, equipment, tools, materials and industry software packages relevant to performance evidence.

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>