Australian Government

BSBINS507 Use advanced functions of integrated library management systems

Release: 1

BSBINS507 Use advanced functions of integrated library management systems

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 use and evaluate the functionality of integrated library management systems (ILMS) at an advanced level and to analyse the interrelated functions of an ILMS.

The unit applies to individuals working autonomously, within established policies and procedures, in functional areas of libraries. In some contexts, work may involve supervisory or team leader roles.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Extend expertise in use of ILMS	1.1 Maintain currency of knowledge of basic functions and interrelation of different modules of an ILMS 1.2 Provide information to stakeholders regarding online catalogue and circulation systems
2. Use advanced features of ILMS and assist customers	2.1 Use advanced search features of online catalogues to locate information resources for relevant stakeholders 2.2 Use advanced circulation system functionality to resolve complex borrower problems and complaints 2.3 Provide information to relevant stakeholders regarding range of services that may incur costs

ELEMENT	PERFORMANCE CRITERIA
	2.4 Inform relevant stakeholders of costs of services and refer complex customer transactions to relevant specialist
3. Use advanced ILMS functions for collection management	3.1 Order and receive library resources using acquisitions systems and procedures 3.2 Create reports using information from different modules
4. Evaluate functionality of ILMS	4.1 Evaluate functions of existing ILMS in relation to relevant stakeholder and organisational needs 4.2 Source and review information on current industry trends in relation to ILMS, including potential new systems, upgrades or add-ons 4.3 Consult with relevant personnel and make recommendations regarding improvements to ILMS

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	• Critically organises, analyses, evaluates and applies content from a range of structurally complex texts
Writing	• Accurately records information and completes documentation using required format, terminology and conventions specific to organisational requirements
Oral Communication	• Employs active listening skills to ensure understanding and expresses ideas and concepts in a manner and form appropriate to the audience
Initiative and enterprise	• Seeks to improve policies and procedures to better meet organisational goals
Self-management	• Takes responsibility for following organisational policies and procedures
Planning and organising	• Plans and sequences complex activities, monitors implementation and manages relevant communication
Problem solving	• Applies systematic and analytical decision-making processes for complex situations • Uses problem-solving techniques to identify and analyse issues, to generate possible solutions, seeking input from others, as required
Teamwork	• Adapts personal communication style to build a positive working

Skill	Description
	relationship, and shows respect for opinions, values and specific needs of others
Technology	• Utilises features of digital tools to complete complex tasks

Unit Mapping Information

Supersedes and is equivalent to BSBLIB510 Use and monitor advanced functions of integrated library management systems.

Links

Companion Volume Implementation Guide is found on VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10