



Australian Government

Assessment Requirements for BSBLIB202 Process information resource orders

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 2.0.

Performance Evidence

Evidence of the ability to:

- accurately process orders for information resources
- apply knowledge of bibliographic and catalogue record components to determine order requirements
- process multiple orders for different types of resources
- work within realistic industry time constraints.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- explain how to interpret organisational procedures, including systems for determining availability of resources
- describe a range of available print and electronic information resources
- describe typical ordering processes and systems used by information services providers.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the Library – Information Services field of work and include access to:

- use of industry-current ordering systems and databases
- access to relevant policies and procedures documents, including:
 - automated resource ordering systems
 - special purpose tools, equipment, materials
 - relevant industry software packages.

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 guides are found in VETNet -

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