Assessment Requirements for BSBLIB404 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 2.0.

Performance Evidence

Evidence of the ability to:

- use integrated library management systems (ILMS) to:
    - process loans and returns within required time constraints according to procedures
    - conduct basic online catalogue searches
    - assist customers find information using ILMS functions
    - create records in acquisitions module
    - generate interlibrary loans
- maintain knowledge of trends and emerging technologies affecting ILMS
- demonstrate provision of customer support, including resolution of customer enquiries and complaints.

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:

- describe basic functions of ILMS
- provide examples demonstrating the interrelation of different modules in the ILMS
- describe and illustrate interrelation between different functions of an automated library management system, including cataloguing, circulation, and acquisitions modules
- describe basic features of online catalogues
- describe basic features of automated circulation systems, including self-charging systems and associated technologies
- discuss application of organisational policies and procedures in relation to:
    - lending
    - interlibrary loans

- security
- financial transactions
- customer service
- processing loans and returns
- circulation services
- identify safe work practices relating to using an ILMS.

Assessment Conditions

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

- relevant policy and procedure manuals and loan processing systems
- an ILMS for loan processing and catalogue use, acquisitions and interlibrary loans.

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