Assessment Requirements for BSBLIB404
Use integrated library management systems
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Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Release 1</td>
<td>This version first released with BSB Business Services Training Package Version 2.0.</td>
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</table>

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 - 