



Australian Government

BSBINS506 Implement lending and borrowing processes for collections

Release: 1

BSBINS506 Implement lending and borrowing processes for collections

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 establish and implement procedures for lending and borrowing collection material in library and information services environments.

The unit applies to individuals who possess specialised knowledge, have a degree of autonomy and are responsible for protecting the integrity of collection material.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Review procedures for lending and borrowing collection material	1.1 Confirm conditions and criteria for lending and borrowing collection material 1.2 Identify responsibility in relation to lending and borrowing collection material 1.3 Verify lending and borrowing procedures with relevant stakeholders
2. Negotiate lending and borrowing of collection material	2.1 Conduct negotiations with lenders and borrowers according to procedures according to organisational policies and procedures 2.2 Confirm loan or borrowing conditions and costs, and assess whether these can be met 2.3 Assess risks for the organisation associated with lending or

ELEMENT	PERFORMANCE CRITERIA
	borrowing transactions and action accordingly 2.4 Complete and review written agreements ensuring consistency in negotiations and procedures 2.5 Arrange for execution of written agreements by relevant parties 2.6 Complete organisational records consistent with procedures
3. Manage operations	3.1 Instigate operational arrangements for lending and borrowing to proceed 3.2 Monitor operations and confirm lending and borrowing of collection material proceeds according to plan 3.3 Review lending and borrowing procedures on a regular basis and improve own performance, as required

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	- Interprets workplace documentation and applies rules to borrowing transactions - Checks prepared documentation for compliance with agreed terms and organisational procedures
Writing	- Develops written agreements consistent with agreed outcomes and procedures - Accurately maintains workplace records in line with organisational requirements
Oral Communication	- Participates in verbal exchanges of ideas and elicits views and opinions of others by listening and questioning - Uses clear language to contribute information and express requirements
Numeracy	Determines and monitors borrowing and lending costs and transactions in line with organisational procedures
Teamwork	Works independently and collectively in making decisions to achieve organisation outcomes
Self-management	- Takes responsibility for managing organisational procedures and systems relevant to own role - Takes responsibility for planning and organising own workload, and considers how to link with the work of others
Technology	Uses main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Supersedes and is equivalent to BSBLIB501 Manage lending and borrowing processes for collections.

Supersedes but is not equivalent to:

- BSBLIB401 Record and maintain collection information
- BSBLIB502 Manage the development of collections.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for BSBINS506 Implement lending and borrowing processes for collections

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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:

- implement lending and borrowing procedures for materials collection on at least two occasions.

In the course of the above, the candidate must:

- review procedures for lending and borrowing collection material
- work cooperatively with others involved in lending and borrowing collection material.

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:

- key procedures and practices for lending and borrowing collection material, both for specific items and whole collections
- legal, ethical and financial requirements for lending and borrowing collection material
- cultural protocols for lending and borrowing collection material, including those associated with Aboriginal or Torres Strait Islander cultural material
- purpose of subject matter expertise relevant to the work context
- key sources for lending and borrowing collection material in a given work context
- key aspects of resources for lending and borrowing collection material.

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

- a collection, for which procedures for lending and borrowing collection materials may be reviewed.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

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