



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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
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>

Assessment Requirements for BSBINS507 Use advanced functions of integrated library management systems

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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:

- source and evaluate information regarding two current industry trends in relation to integrated library management systems (ILMS) on at least two occasions
- use basic and advanced features of an ILMS to locate information resources for customers on at least three occasions
- evaluate functionality of an ILMS and make recommendations for improvements on one occasion.

In the course of the above, the candidate must:

- conduct basic and advanced online catalogue searches
- provide information to customers in a manner consistent with organisational policies and procedures
- create records in an ILMS.

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:

- basic operation of automated library management systems (ILMS), including interrelation between cataloguing, circulation, online catalogue and acquisitions modules
- basic and advanced features of automated library management systems, including customer self-service systems and associated technologies
- implications of relevant workplace policies, procedures and costs in relation to lending and circulation services
- procedures for handling money and security
- best practice customer service policies and procedures
- impact of relevant legislation on provision of library and information services.

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 manuals relevant to performance evidence
- current industry systems, equipment, tools, materials and industry software packages relevant to performance evidence.

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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