



Australian Government

Assessment Requirements for BSBLIB501 Manage lending and borrowing processes for collections

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:

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

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:

- identify and explain common procedures and practices for lending and borrowing collection material, both for specific items and whole collections
- describe legal, ethical and financial requirements for lending and borrowing collection material
- locate and interpret cultural protocols for lending and borrowing collection material, including those associated with Aboriginal or Torres Strait Islander cultural material
- identify and explain purpose of subject matter expertise relevant to the work context
- identify potential sources for lending and borrowing collection material in a given work context
- list commonly required resources for lending and borrowing collection material
- explain security and protection issues impacting lending or borrowing
- describe intellectual property rights of stakeholders, including donors and recipients.

Assessment Conditions

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

- relevant policies and procedures manuals
- a collection – for which procedures for lending and borrowing collection materials may be reviewed
- relevant personnel to reflect necessary communication and negotiation.

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>