



Australian Government

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.

Application

This unit describes the skills and knowledge required to establish and implement procedures for lending and borrowing collection material.

It 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

Library – Collection Management

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 Determine limits of 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 and in a manner that maintains goodwill between individuals and relevant organisations 2.2 Confirm loan or borrowing conditions and costs, and assess

ELEMENT	PERFORMANCE CRITERIA
	whether these can be met 2.3 Assess risks for the organisation associated with lending or borrowing transactions and take steps to address them 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 to ensure lending and borrowing of collection material proceeds according to plan 3.3 Review lending and borrowing procedures on a regular basis and take steps to improve own performance as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 2.1, 2.2, 2.4, 3.1-3.3	- Interprets workplace documentation and applies rules to borrowing transactions - Checks prepared documentation for compliance with agreed terms and organisational procedures
Writing	1.1, 1.3, 2.2, 2.4-2.6, 3.1, 3.3	- Develops written agreements consistent with agreed outcomes and procedures - Accurately maintains workplace records in line with organisational requirements
Oral Communication	1.1, 1.3, 2.1, 2.5, 3.1, 3.2	- 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	1.1, 1.3, 2.2, 2.3, 2.6	Determines and monitors borrowing and lending costs and transactions in line with organisational procedures
Navigate the	1.1-1.3, 2.1, 2.2,	Works independently and collectively in making

world of work	2.4-2.6, 3.1, 3.3	decisions to achieve organisation outcomes - Seeks to improve policies and procedures to better meet organisational goals - Takes responsibility for managing organisational procedures and systems relevant to own role
Interact with others	1.1, 1.3, 2.1, 2.5, 3.1, 3.2	Adapts personal communication style to build a positive working relationship and show respect for opinions, values and particular needs of others
Get the work done	1.1-1.3, 2.1-2.5, 3.1-3.3	- Takes responsibility for planning and organising own workload, and considers how to link with the work of others - Evaluates effectiveness of systems and processes to inform decisions on how to implement improvements - Systematically gathers and analyses all relevant information and evaluates options to make decisions - Accepts responsibility for risk management, applying problem-solving processes to determine solutions - Uses main features and functions of digital tools to complete work tasks and access information

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBLIB501 Manage lending and borrowing processes for collections	CULCNM502A Manage lending and borrowing processes for collections	Updated to meet Standards for Training Packages Unit moved from Library, Information and Cultural Services Training Package to Business Services Training Package.	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBLIB501 Manage lending and borrowing processes for collections

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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

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