



Australian Government

Assessment Requirements for BSBLIB510

Use and monitor advanced functions of integrated library management systems

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:

- use basic and advanced features of an ILMS to locate information resources for customers
- conduct basic and advanced online catalogue searches
- provide information to customers in a courteous and helpful manner
- source and evaluate information regarding current industry trends in relation to ILMS
- evaluate functionality of an ILMS and make recommendations regarding new systems, upgrades and add-ons.

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

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 organisational policies and procedures manuals
- current industry systems, equipment, tools, materials and industry software packages.

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>