



Australian Government

BSBLIB513 Monitor compliance with copyright and licence requirements

Release: 1

BSBLIB513 Monitor compliance with copyright and licence requirements

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 monitor compliance with copyright and licence requirements for collections held by Australian archives, galleries, libraries and museums.

It applies to individuals who are responsible for monitoring the organisation's compliance with copyright and licence requirements regarding collections held in Australian archives, galleries, libraries and museums, and who operate autonomously but in consultation with other colleagues and broader stakeholders.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Library – Regulation, Licensing and Risk

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 Ensure compliance with copyright legislation	1.1 Research information sources to keep abreast of information about copyright relevant to libraries and cultural institutions 1.2 Review organisational procedures to ensure consistency with copyright obligations and organisational policy 1.3 Identify gaps in procedures to be addressed, and take action accordingly 1.4 Seek specialist advice as required 1.5 Advise relevant personnel about legal and economic

ELEMENT	PERFORMANCE CRITERIA
	implications of copyright infringement and other legislative obligations
2 Monitor licences for digital rights management	2.1 Identify materials within organisations that require licences 2.2 Research organisational protocols regarding licences and implications for digital rights management 2.3 Source information regarding licence agreements between own organisation and vendors of electronic resources 2.4 Explain to customers responsibilities in relation to licence and digital rights management
3 Assess risks associated with private support by sponsors and donors	3.1 Review organisational procedures for accepting donations and sponsorship and culturally sensitive material to ensure consistency with organisational policy 3.2 Identify copyright and licence risks associated with these practices 3.3 Provide advice about identified risks to relevant personnel

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, 1.2, 2.1-2.3, 3.1	Interprets complex information from sources to identify relevant and key information
Writing	1.2, 1.4, 1.5, 2.4, 3.3	- Articulates complex ideas in language appropriate to intended audience - Employs clear and coherent language to provide advice and present different strategies
Oral Communication	1.4, 1.5, 2.4, 3.3	Uses an appropriate tone and vocabulary to express complex ideas to different audiences
Navigate the world of work	1.1-1.3, 1.5, 2.1-2.4, 3.1, 3.2	- Ensures knowledge of legislation and regulations relevant to role is accurate, comprehensive and current - Ensures policies, procedures, systems and processes meet legislative and regulatory requirements and take account of cultural protocols

Interact with others	1.4, 1.5, 2.4, 3.3	- Identifies and uses appropriate conventions and protocols when communicating with colleagues and customers - Collaborates with others, sharing information to build strong work groups
Get the work done	1.2-1.5, 2.1-2.3	- Plans, organises, implements and reviews systems and processes to manage compliance within relevant regulations and legislation - 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 in areas relevant to own role, applying problem-solving processes to determine solutions - Uses problem-solving techniques to identify and analyse issues - 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
BSBLIB513 Monitor compliance with copyright and licence requirements	CULRSK501A Monitor compliance with copyright and licence requirements	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 BSBLIB513 Monitor compliance with copyright and licence requirements

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Performance Evidence

Evidence of the ability to:

- source information about copyright relevant to an organisation
- thoroughly review policies, procedures and licences to ensure compliance with legislation
- conscientiously follow procedures to minimise risk of infringements of copyright and licence conditions.

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 relevant copyright and licensing laws and regulations relating to an organisation
- explain digital preservation
- outline licensing and role of collecting societies
- explain open source copyright licences
- identify organisational policies, protocols and procedures on copyright and licences
- outline principal features of the Copyright Act 1968 (Commonwealth) and Copyright Regulations 1969 and how they are applicable
- explain the rights of copyright owners, including digital rights management
- identify sources of information and advice on copyright
- explain protocols for handling culturally sensitive material, including Aboriginal and Torres Strait Islander cultural material.

Assessment Conditions

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

- relevant legislation and regulations
- organisational policies and procedures
- agreements and licences
- computer resources for review of policies and procedures.

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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