



Australian Government

Department of Education, Employment and Workplace Relations

CULCNM502A Manage lending and borrowing processes for collections

Release: 1

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Modification History

Release	Comments
Release 1	This unit of competency first released with <i>CUL11 Library, Information and Cultural Services Training Package version 1.0</i>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to establish and implement procedures for lending and borrowing collection material. Specialised knowledge is required.

Application of the Unit

This unit applies to individuals responsible for establishing and managing the lending and borrowing process, and includes considerable risk assessment and negotiation to protect the integrity of collection material.

Museums, archives, galleries, libraries and other organisations that hold collection materials regularly exchange and share parts of their collections.

Work is undertaken autonomously but in consultation with stakeholders.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

Elements and Performance Criteria

1. Review procedures for lending and borrowing collection material	1.1 Confirm <i>conditions and criteria</i> for lending and borrowing <i>collection material</i> 1.2 Determine limits of responsibility in relation to lending and borrowing collection material 1.3 Verify lending and borrowing <i>procedures</i> 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 <i>costs</i>, and assess whether these can be met 2.3 Assess <i>risks</i> for the organisation associated with lending or borrowing transactions and take steps to address them 2.4 Complete and review written agreements ensuring consistency with 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 that 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

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - consult with stakeholders
 - negotiate with lenders and borrowers
- initiative and enterprise skills to anticipate and resolve issues that might arise in the context of lending and borrowing collection material
- literacy skills to interpret and review written agreements for lending and borrowing collection material
- numeracy skills to:
 - identify and calculate costs associated with lending and borrowing collection material
 - monitor income and expenditure against budgets
- planning and organising skills to establish and organise coherent processes for lending and borrowing collection material
- problem-solving skills to identify and develop solutions and contingency management plans related to risks associated with lending and borrowing collection material
- self-management skills to:
 - prioritise work tasks and meet deadlines
 - follow workplace procedures
 - teamwork skills to work cooperatively with others.

Required knowledge

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

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	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.
Context of and specific resources for assessment	Assessment must ensure: • interaction with others to reflect necessary communication and negotiation • access to: • relevant policies and procedures manuals • a collection for which procedures for lending and borrowing collection materials may be reviewed.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of procedures and processes developed by the candidate for the lending and borrowing of different types of collection material • verbal or written questioning to assess knowledge of issues for consideration when lending and borrowing objects. Assessment methods should closely reflect workplace demands and the needs of particular client groups (consider the requirements of different age groups, clients with English as a second language, clients with disabilities, remote library users, etc.).
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • CULCNM503A Manage the development of collections.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Conditions and criteria may include:	• care • copyright • cost • cultural considerations • display • duration • environmental considerations • insurance • legal, ethical and financial considerations • location • purpose: • conservation • education • mobile exhibition • research • static exhibition • recordkeeping • risk assessment • security • usage.
Collection material is defined as objects, collections, artworks, specimens, structures or sites, and includes:	• archaeological material • books and manuscripts • ethnographic material • film and audiovisual material • flora and fauna • furniture • photographs • technological and industry items • textiles • works on paper or canvas.
Procedures may relate to:	• assessing condition and suitability of items for loan and resources required to prepare them for loan • costs associated with lending and borrowing • organisational conditions and criteria

	• plan to review procedures • purpose of the loan • recording relevant information about the loan to allow easy access by others • risk assessment, including consideration of environmental, transportation and security issues • written agreements.
Costs may relate to:	• conservation • documentation • environment • handling • insurance • packing • security • transportation.
Risks may relate to:	• damage to the item or collection • damage to the installation or work site • financial • legal • repairs • reputation • safety • security.

Unit Sector(s)

Cultural services - Collection management