![Australian Institute of Higher Education logo]

Library and e-Resources Policy

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Policy owner	Principal
Responsible Officer	Principal
Approving authority	Academic Board
Contact Officer	Head of Academic Support and Student Services
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Version	2019.1
Related Documents	Student Support Framework
	Learning Technologies Policy
	Student Assessment Policy
	Student Assessment Procedure

1. Purpose

The intent of this Policy is to support teaching and learning activities through the strategic acquisition of up-to-date Library and e-Learning resources at the Australian Institute of Higher Education Pty Ltd ('the Institute').

2. Principles

The key principles informing this Policy are that the collection:

- complements and advances the teaching, learning and research aspects of the Institute, in accordance with the library collection practice of higher education providers;
- meets the needs of both staff and students;
- is both pertinent and timely;
- includes reference books and electronic material.

3. Context

This Policy has been developed to ensure that:

- the Institute's acquisition and collection processes are of the highest possible standard,
- that the collection has both currency and academic value,
- that the collection is delivered with sufficient flexibility to meet the changing and diverse teaching, learning and research needs of staff and students alike.

4. Scope

This Policy applies to all Institute staff or students involved in the selection and management of Library resources.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy Details

6.1 Objectives of the Institute Library Collection

The Institute's Library seeks to provide quality, client-focused resources to support teaching, learning and research throughout the Institute. Available resources include all formats, both electronic and physical, with an especial focus on e-resources in order to facilitate flexible teaching and research activities. To this end, and to ensure the broadest possible collection, the acquisition of online digital media and e-books is a priority.

6.2 Principles of Acquisition

The decisions for purchasing acquisitions are made according to the teaching and learning needs of the Institute by the Principal, and in consultation with the Academic Dean and academic staff and learning support staff, to ensure that all students have ready and direct access to electronic and/or physical library and information resources as required to achieve the learning outcomes for their courses.

The main principle informing the acquisition process is that resources are acquired with respect to:

- adequate coverage and relevance in the context of the Institute's courses and scholarly activity,
- the currency of materials available,
- available format,
- the authority of both resources and suppliers, and
- the language in which the resource is offered.

Textbooks and Recommended Reading

In the interests of supporting students and staff, the acquisition of course-specific materials (such as textbooks and recommended readings) is a priority. For each unit of study that is delivered, students will be provided with an e-version of the textbook or other on-line access through the unit of study Learning Management System (currently Moodle.) This will be at no additional cost to the student.

6.3 Donations

The Institute will accept donations that will augment the Library's collection in line with its principles of acquisition (see above). However, the Library reserves the right to decline or dispose of donations if deemed inappropriate to the collection. Donations from staff and students, particularly of their own publications/papers, are welcome.

6.4 Maintenance of Collection

The collection will be appropriately shelved, stored and displayed in accordance with the Institute's risk management requirements to ensure they do not pose hazards to students or staff. Ongoing maintenance is undertaken by Library staff to ensure items are accessible and in fair condition.

6.4.1　Hard copy texts

Damaged items will be repaired or replaced, provided they are still current and meet the Library's principles of acquisition. Damaged physical items will be replaced with an electronic version wherever possible. Outdated or obsolete physical items are removed from shelving and stored.

6.4.2　Digital material

Damaged electronic media such as DVDs or CDs are not repaired or preserved.

6.5　Collection review and Deselection

The Library collection is reviewed on an ongoing basis to ensure its integrity, diversity, quality, quantity, scope, effectiveness and currency. Items that do not meet the criteria for acquisition may be deselected in order to ensure an active, academically useful library collection. Deselection provides quality control for the collection by eliminating outdated, inaccurate, and worn-out materials.

Library staff are responsible for conducting ongoing evaluation and quality control, including stocktake and weeding of all Library items.

7.　Legislation

This Policy complies with Higher Education Standards Framework standard 3.3 (Learning Resources and Educational Support), which specifies that:

"1.　The learning resources, such as library collections and services, creative works, notes, laboratory facilities, studio sessions, simulations and software, that are specified or recommended for a course of study, relate directly to the learning outcomes, are up to date and, where supplied as part of a course of study, are accessible when needed by students.

2.　Where learning resources are part of an electronic learning management system, all users have timely access to the system and training is available in use of the system.

3.　Access to learning resources does not present unexpected barriers, costs or technology requirements for students, including for students with special needs and those who study off campus.

4.　Students have access to learning support services that are consistent with the requirements of their course of study, their mode of study and the learning needs of student cohorts, including arrangements for supporting and maintaining contact with students who are off campus."

8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at February 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website http://www.aih.nsw.edu.au/ under 'Policies and Procedures'.

Change and Version Control				
Version	**Authored by**	**Brief Description of the changes**	**Date Approved:**	**Effective Date:**
2017-1	Ms. McCoy	New document	22 February 2017	6 March 2017
2019-1	Principal	Minor update: Updated Titles from Policy owner and Responsible Officer from Executive Dean to Principal, and Contact Officer from Registrar to Head of Academic Support and Student Services .	20 November 2019	21 November 2019