

## Library and Learning Resources Policy

### 1. Purpose

This document sets out the principles, purpose and scope of the library and learning resources of EIA, and the management and conditions of access and use of EIA campus libraries. It ensures that resources sufficiently support students' learning needs and staff members research and development needs.

This policy provides the framework for the selection, access and maintenance of library collections and provides on campus and online spaces, resources and services.

EIA recognises the importance of learning resources services, such as library resources, in supporting the academic and learning needs of students to extend their skills and knowledge for educational and personal development.

This policy complies with the Higher Education Standards Framework (Threshold Standards) HES 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Standard 2.1 and 3.3.

### 2. Scope

This policy includes all EIA libraries, Librarian and staff, all library users and all library resources.

#### Library Vision

To provide a robust and collaborative liaison with GBCA and EIA's learning and teaching community, including empowering them with current, relevant resources to support them reaching their teaching and learning goals.

To significantly contribute towards attaining quality educational resource support through the provision and promotion of library services.

### 3. Responsibility

The Librarian is responsible for ensuring equitable access to the library spaces and resources for all users. The Librarian is also responsible for keeping the collection of resources current and for the budget of allocated resources. However, the Librarian is expected to consult with the academic staff first before purchasing resources to ensure resources are relevant and needed.

The librarian and library staff are responsible for the management and development of the library and learning resources collection, including maintaining, updating and monitoring records of the library collection in the Libero Library Management System.

The librarian and library staff should consult with academic teaching staff regarding the selection of resources and the development of the collection.

Academic staff members should inform the librarian and library staff of any needs and updates on learning resources, for example, textbooks or journals.

The Librarian is responsible for collecting feedback and preparing an annual report in the following aspects:

- Student satisfaction;
- Size and expansion/contraction of the collection;
- Level of ease and convenience for users;
- The effectiveness of the services offered.

The report will be used to develop operational plans/objectives for the library.

#### **4. Qualifications and ongoing library staff training**

4.1 All librarians must be Australian university qualified. They are required to complete an undergraduate or postgraduate qualification in library and information studies that has been accredited by the Australian Library and Information Association (ALIA).

4.2 A continual program of in-service training to provide ongoing skills development is offered.

4.3 Specific skills needed include negotiation, advocacy and communication.

#### **5 Requirements**

5.1 Library Collection

5.2 The library collection should be a size that supports the needs of the students and EIA staff and community. The size and diversity of the collection should consider the courses offered by EIA staff, students and size of both.

5.3 The library should consist of the prescribed textbooks and learning materials for the course(s) provided by EIA, to support students' study and learning experiences.

5.4 The minimal library collection should consist of a range of resources, for example:

- Textbooks;
- Journals, newspapers and magazines;
- Online resources and subscriptions;
- Audio recordings and videos;
- Research papers.

5.5 In selecting the resources for the collection, the following aspects need to be considered:

- Relevance: regarding the subject, content and reading level, as well as the relevance to the whole collection. Both popular and trending resources have first priority.
- Quality: resources should be in good condition, be clear and contain quality content.
- Demand: how much resources demand, including those with higher demand, such as designated textbooks for courses offered at EIA, which are given priority.
- Authenticity and reputation: ensuring the author(s)/publisher is reputable and the published reviews of the resources.
- Format: resources of different formats should be selected and included in the collection to suit the varying learning styles and levels of students.

5.6 To ensure consistency and appropriateness, the collection will be reviewed annually. Items that are deemed inappropriate or no longer useful may be removed from the collection.

5.7 The collection will be assessed based on the following:

- Currency of resources;
- Superseded by newer versions/editions;
- Demand and usage frequency;

- Damaged or poor physical condition (those of value may be re-purchased).

5.8 Items that are to be removed, yet in reasonable condition, may be sold or donated to other institutes/organisations. However, items in unreasonable condition will be disposed of.

5.9 Items that have been lost or not returned may be re-purchased.

5.10 Resources will be categorised based on the nature of the content and its type and format.

## 6 Conditions of Library Use

6.1 Library users are requested to respect users' study needs.

6.2 Quiet conversation is permitted in the library providing it does not disturb other users.

6.3 Mobile phone ringtones must be set to silent/vibrate.

6.4 Hot food is not permitted within the Library area. Only covered drinks and dry snacks are permitted in the Library.

6.5 Smoking is not permitted in the Library.

6.6 Personal property should not be left unattended. The EIA is not responsible for loss or damage.

6.7 Anyone behaving unacceptably may be asked to leave the library.

6.8 Any damages to the library or its resources will be required to be compensated.

## 7 Library Use - Borrowing

7.1 Currently, enrolled students and academic staff are the primary users of the library with all other staff also invited to use the library.

7.2 Users can borrow print and electronic resources.

7.3 A current student number and/or card is required in order to borrow library books and materials.

7.4 Electronic resources are restricted by the vendor's licence conditions. Current staff and students can access on-campus computers, subscription databases and eBooks.

## 8 Teamwork

8.1 Students may study in the library in groups or alone. Silent study spaces and quiet teamwork areas are available.

8.2 Computers and printers are available for student use, and personal devices can connect to the wireless network.

8.3 Students using EIA computers and wi-fi network do so at their own risk.

8.4 The library should be accessible to students before, during and after class hours, to allow time for any self-study.

8.5 EIA holds an Educational Copying Licence from the Copyright Agency Limited which allows restricted copying under the Copyright Act 1968 (Cth) for students and teachers.

8.6 Library notices will be sent from the Library Management System to the library users by email. As per the Privacy Act, 1988 (Cth) and any other laws regulating the collection, use or disclosure of personal information in Australia, the user's details will not be disclosed or used for any reason other than to provide them with a library membership. Users will only be contacted regarding library loans or hold if they request the library to do so.

8.7 General library notices regarding newly available resources, orientation and information literacy classes will be displayed around EIA and may be sent by email to students and teachers EIA email address.

8.8 Access to the Collection:

- Access to EIA library collections will be via the library catalogue which will include a federated search to access journal articles from the subscribed electronic databases. EIA is responsible for ensuring that learning resources included in the units taught at each campus are available to support student learning in that unit. Where units are

taught at more than one campuses, an appropriate collection of library resources should be available either electronically or in print on each site.

- Access is limited to current students and staff of EIA.
- Electronic access will be via the library page on EIA's website. Links to the library catalogue will be provided from the student's home page, the unit's page and EIA website.
- Access to the physical collection will be within the campus library opening hours.
- Bibliographic access will be available through the library catalogue via EIA website.

## 9 **Library tour**

Library staff should assist and train library users where necessary, especially to newly enrolled students, including:

- Library tours;
- How to find resources;
- How to access online resources;
- How to borrow and return resources.

## 10 **Library accessibility**

- 10.1 At present there is one full-time librarian and with greater expansion of the library there will be more librarians.
- 10.2 The current library has a full-time IT professional who services the computers and is resolves any technology issues that may arise.
- 10.3 The library is accessible to students before, during and after class hours, to allow time for any self-study. The library is open from Monday to Friday 9:00 am until 5:00 pm. Information is available in the library and on the library webpage to support students using other local libraries which have extended opening hours. The library webpage is available 24/7.
- 10.4 The library provides access to information, literacy instruction and library resources, both print and electronic, flexible library study spaces and student-centred services to support the library vision.
- 10.5 The library does not accept unexpected costs for loaning learning resources.

## 11 **Library security**

- 11.1 EIA ensures that the library is housed sufficiently with proper security.
- 11.2 The library is only accessible to EIA staff and authorised students. This ensures the security access at the entrance(s) of the library area.

## 12 **Library funding**

- 12.1 Appropriate funds should be allocated to the development of the library collection and staff. This should be included in the annual budget.
- 12.2 The librarian is responsible for preparing the budget projections regarding the development of the library.

## 13 **Record**

- 13.1 The librarian is responsible for maintaining, updating and monitoring records of the library collection.

- 13.2 The librarian is responsible for collecting feedback and preparing an annual report for the following aspects:
- Student satisfaction;
  - Size and expansion/contraction of the collection;
  - Level of ease and convenience for users;
  - The effectiveness of the services offered.
- 13.3 The annual report will be mainly used to develop operational plans/objectives for the library.

<b>Document Title</b>	Library and Learning Resources Policy
<b>Date Created</b>	20/05/2019
<b>Created By</b>	Academic Director
<b>Current Version</b>	1.1
<b>Last Approved Date</b>	23/05/2019
<b>Approval Authority</b>	Academic Board
<b>Custodian</b>	Governance Officer
<b>Responsible for Implementation</b>	Academic Director
<b>Version History</b>	
Version Number	Amendments
1.1	Change company name to Edvantage Institute Australia (EIA)