

# Learning Resources Collection and Review Policy

## Purpose

1. This Policy outlines the principles guiding the collection and review of the learning and scholarship resources of Global Higher Education (GHE) in accordance with Standard 3.3 (Learning Resources and Educational Support) of the *Higher Education Standards Framework (Threshold Standards) 2021*.

## Scope

2. This Policy applies to the higher education digital and physical scholarly resources under the management of the Library and Learning Resources Centre.
3. Provisions in relation to other learning resources (for example, space and IT) are found in the **Campus and Asset Management Policy** suite.

## Definitions

4. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

## Suite documents

5. This Policy is linked to the Learning Resources Collection and Review Procedure.

## Policy

### Principles

6. The GHE Library and Learning Resource Centre (LLRC) exists to support teaching and learning, academic endeavours and scholarship through the provision of appropriate and up-to-date learning resources, and to provide services required by staff and students.
7. The LLRC acts as the most convenient point of access for required materials and information. The Head, Library and Learning Resources (LLR) promotes awareness of library resources and services, both physical and digital.
8. GHE believes that the appropriate selection and integration of learning and scholarship resources in conjunction with relevant, contemporary content and sound pedagogy is integral to student success.
9. Learning resources are selected, designed and developed to enable students to achieve learning outcomes at the required level and to succeed in units and courses of study, and to support staff scholarship. Learning resources must:
  - a) meet a stated curricular, pedagogical or scholarship need;
  - b) support and enhance pedagogy and scholarship;
  - c) support the quality of the student and staff experience and take into consideration issues of accessibility for disability and diverse learning and scholarship needs, independent of mode of study;

- d) foster continuous renewal and innovation in higher education delivery and scholarship while catering to the needs of GHE's student cohort and staff;
  - e) be sustainable and scalable;
  - f) if an additional cost to the student, be affordable and accessible;
  - g) align with GHE's strategic goals and teaching priorities as determined through academic consultation and as represented in the **Teaching and Learning Plan**.
10. GHE will ensure that learning resources specified for all units within each course are up-to-date and accessible to students either online or physically.
  11. Acquisitions to GHE's higher education learning resources will represent a variety of perspectives and comply with the principles of academic freedom as outlined in the **Academic Freedom Policy**.
  12. GHE normally prefers the acquisition of digital versions of learning resources, including Open Educational Resources, as the most cost-effective, accessible and environmentally sound option. Where possible resource-sharing arrangements with other higher education providers, libraries and professional organisations will be entered into where this still enables optimal accessibility for GHE users.
  13. Any physical acquisitions will take account of GHE's space and resources.
  14. The currency, value and pedagogical impact of learning resources must be reviewed as part of LLRC ongoing quality monitoring and review processes as well as the review of courses and units as outlined in the **Course and Unit Review Policy**.
  15. GHE ensures that staff and student use of learning materials complies with copyright requirements through the provisions in the **Intellectual Property and Copyright Policy**.
  16. The Board of Directors is responsible for budgetary oversight and overall governance of this Policy.

## Associated information

<b>Related Internal Documents</b>	<p>Learning Resources Collection and Review Procedure</p> <p>Academic Freedom Policy</p> <p>Academic Progress Policy</p> <p>Campus and Asset Management Policy</p> <p>Course Design Policy</p> <p>Course Development, Approval, Amendment and Discontinuation Policy</p> <p>Intellectual Property and Copyright Policy</p> <p>Quality Assurance Policy</p> <p>Staff Scholarship Policy</p> <p>Student Complaints, Grievances and Appeals Policy</p> <p>Student Disability Policy</p> <p>Student Diversity and Equity Policy</p> <p>Student Wellbeing, Orientation and Support Policy</p> <p>Teaching and Learning Plan</p> <p>Glossary of Terms</p>
<b>Related Legislation, Standards and Codes</b>	<p><i>Tertiary Education and Quality Standards Agency Act 2011</i></p> <p><i>Higher Education Standards Framework (Threshold Standards) 2021</i></p> <p>TEQSA Guidance Note: Staffing, Learning Resources and Educational Support, Version 1.3</p> <p><i>Education Services for Overseas Students Act 2000</i></p> <p><i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i></p> <p><i>Disability Discrimination Act 1992</i></p> <p><i>Disability Standards for Education 2005</i></p>
<b>Date Approved</b>	10 July 2020
<b>Date of Effect</b>	10 July 2020
<b>Date of Review</b>	June 2026
<b>Approval Authority</b>	Board of Directors
<b>Policy Custodian</b>	Chief Executive Officer
<b>PinPoint DocID</b>	2713

## Change history

<b>Version Control</b>	Version 1.3	
<b>Change Summary</b>	17-Apr-20	v1.0 Draft considered Academic Board (AB) 27-April-20 with major amendments requested
	29-Jun-20	v1.1 Revised as a corporate policy, approved by BoD 10-Jul-20
	28-Jul-20	V1.2 administrative updates
	10-Oct-23	V1.3 administrative updates following TEQSA registration

Warning - Document uncontrolled when printed! The current version of this document is maintained on the GHE website at <https://www.globalhe.edu.au/policy>