Learning Resources Collection and Review Procedure

Purpose

1. This Procedure gives effect to the Learning Resources Collection and Review Policy.

Scope

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

Procedure

General

6. The Head, Library and Learning Resources (LLR), is responsible for:

   a) developing service standards that promote high quality professional services to meet staff and student needs;

   b) ensuring that information and training sessions are conducted as part of student orientation and staff induction, and providing ongoing educational support;

   c) establishing protocols for the borrowing and accessing of learning materials, compliance with copyright laws as outlined in the **Intellectual Property and Copyright Policy,** and handling of lost, stolen or damaged items;

   d) establishing access, standards of conduct, and other service parameters for any physical spaces managed by the Library and Learning Resources Centre (LLRC).

Acquisitions

7. Key learning resources for courses will be identified in the original full course proposal and are reviewed and approved by Academic Board as part of the course approval process.

8. When selecting materials to update or enhance resources the Head, LLR, in consultation with the Academic Director and Course Coordinators, considers the relevance to GHE's courses, the learning outcomes of each course, the AQF level of the course, the number of copies/access instances required to support the student cohort, the date of issue, the profile of the author, and whether the material is a seminal work and/or an emerging area of scholarship. The Head, LLR will also ensure that materials under consideration:

   a) are current, relevant, accessible and provided in a timely fashion;

   b) represent diverse academic perspectives of pertinent topics and issues;

c) are presented accurately, clearly, and in a readable manner;

d) do not duplicate materials already in the LLRC collection.

9. Major library resource acquisitions will be made through consultation with the Teaching, Learning and Quality Committee (TLQC) who will make recommendations to the Academic Director. Where a proposal is beyond the budget allocated for the relevant period, the Academic Director will request approval from the Chief Executive Officer.

10. The LLRC will hold copies of, or ensure sufficient digital access to, the prescribed and recommended texts for each unit that is delivered.

11. Other than in exceptional circumstances, all book orders and journal subscriptions for resources required by staff as working tools, professional reference or to support scholarship in the relevant discipline will be purchased.

12. Any concerns about the selection or exclusion of material in GHE's collection should be directed to the Academic Director.

13. The Library accepts gifts of materials that fall within the scope of this acquisition framework and which are approved by the Head, LLR. Materials are accepted on the condition that the Head, LLR manages what is held and what is not needed, and where items will be shelved.

Quality monitoring and review

14. At regular intervals the LLRC conducts reviews and seeks feedback from its users about the collection and its relevance to the curriculum and scholarship requirements, including through formal feedback mechanisms as outlined in the **Quality Assurance Policy**. Updates will be made to the collection on the basis of feedback from users and formal course and unit reviews to ensure currency and quality, as well as through the usual processes of updating a collection.

15. Outdated and inaccurate materials will be deselected from the collection on an ongoing basis. As an overall principle, the LLRC will retain a single, 'last copy' of all titles that are held in the physical collection. Superseded editions will generally be withdrawn unless they continue to provide valuable, relevant information.

16. The Head LLR will prepare an annual report regarding the development, maintenance and review of the collection for submission to the Academic Board.

Roles and responsibilities

17. The Head, LLR is responsible for:
    a) the development of the LLRC collection in consultation with academic staff and the TLQC;
    b) maintaining the quality of the collection through ongoing review;
    c) induction of staff and students to the LLRC and all associated services;
    d) ensuring that the collection is accessible and meets the diversity of learning needs;
    e) the preparation of an annual report to the Academic Board regarding the development, maintenance and review of the collection;
    f) the maintenance of any records arising from this Procedure.

18. The CEO is responsible for making any submissions in relation to budget for learning resources to the Board of Directors.

19. The Board of Directors is responsible for:
    a) oversight and governance of this Policy;
    b) allocation of resources for the LLRC and approval of any variations.

20. The Academic Board is responsible for reviewing LLRC annual reports.

21. The Academic Director is responsible for the implementation of this Policy.

22. The Manager, Quality and Compliance is responsible for:

    a) ensuring compliance with this Policy and related procedures;

    b) benchmarking GHE policy and standards with those adopted elsewhere in the tertiary sector;

    c) the monitoring of information available from the review of records relating to the implementation of this Procedure.

23. All staff and students are responsible for following rules and protocols for access to and use of learning resources.

Associated information

Related Internal Documents	Learning Resources Collection and Review Policy Academic Freedom Policy Academic Progress Policy Campus and Asset Management Policy Course Design Policy Course Development, Approval, Amendment and Discontinuation Policy Intellectual Property and Copyright Policy Quality Assurance Policy Staff Scholarship Policy Student Complaints, Grievances and Appeals Policy Student Disability Policy Student Diversity and Equity Policy Student Wellbeing, Orientation and Support Policy Teaching and Learning Plan Glossary of Terms
Related Legislation, Standards and Codes	*Tertiary Education and Quality Standards Agency Act 2011* *Higher Education Standards Framework (Threshold Standards) 2021* TEQSA Guidance Note: Staffing, *Learning Resources and Educational Support,* Version 1.3 *Education Services for Overseas Students Act 2000* *National Code of Practice for Providers of Education and Training to Overseas Students 2018* *Disability Discrimination Act (1992)* *Disability Standards for Education 2005*
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Change history

Version Control		Version 1.3
Change Summary	17-Apr-20	V1.0 Draft considered by Academic Board for consideration 27-Apr-20 with major revisions 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