

Library and Information Resources Policy

1. Background

In order to support excellence in teaching and learning, Gateway Business College (GBC) must ensure sufficient academic library and learning resources are available to staff and students. To this end, GBC has developed the *Library and Information Resources Policy*.

2. Purpose

This policy outlines the responsibilities of GBC in providing and maintaining library and information infrastructure and resources. This policy aims to guide the library and resource collection so that it supports the learning, teaching and research focus of GBC in line with the *Academic Standards Policy*.

3. Scope

The policy extends to all students and staff at GBC, in relation to the use and maintenance of library and information resources.

4. Definitions

Academic Board: the Academic board is responsible for academic governance at GBC. The Academic Board reports and advises the Corporate Governance Board on academic activity. This board oversees academic activities such as teaching, learning, scholarship, research, course approval, student outcomes, academic standards and academic policy.

Corporate Governance Board: the formally constituted governing body accountable for the governance of GBC as a higher education operation.

5. Principles

The library collection is curated in line with the teaching, learning and research activities of GBC.

Any decisions relating to library and information access, resources, and infrastructure should be made in accordance with the learning directives of GBC as outlined in the *Academic Standards Policy*.

The library collections and information resources procedures must be curated to align with the teaching, learning, and research activities of GBC.

There must be fair and equitable access to resources. All students must have equal ability to access learning resources to support their study, regardless of their student status or course enrolled in.

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A list of library resources for each subject will be developed and made available at the start of each teaching period. Lists will be part of the Library & Learning Resource Acquisition Plan after approval by the Course Coordinator.

6. Procedures

Students must be informed in how to use the online learning management system, as well as the library and information resources (refer to the *Information to Students Policy*).

6.1 Budget allocation

The budget allocated for Library and Information resources will be determined and approved by the Corporate Governance Board, taking advice from reports from Academic Board and senior management.

6.2 Acquisition of material

- All material will be purchased by the Library and Information Resources Manager, with approval from the CEO and if of a sufficient amount, from the Corporate Governance Board
- A business case must be made for any purchase, and a justification for how the additional resources help achieve the objectives in the *Teaching and Learning Plan*
- Material purchased will align with the teaching, learning and research activities of GBC
- Textbook materials and essential readings for courses will be acquired to be available for student access, either online or in hardcopy
- Staff and students may request additional learning resources and materials, however they must demonstrate their relevance to course learning outcomes.

6.3 Digital resources

The library maintains the online storage of materials, accessible to all students through the GBC Intranet and, wherever possible, will preference digital versions of material over physical versions.

Digital resources include:

- E-journals
- Open access journals
- E-books
- Subscriptions to databases suitable for research in relevant fields.

Digital resources will be added to the online system at the discretion of the library and information resources staff.

6.4 Print materials

Print materials will be purchased when a digital copy of the same version is not available. The library will also stock print media such as magazines and newspapers, however will only keep the most current items. This also extends to dictionaries and regularly updated textbooks.

6.5 Exam papers

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Where Course Coordinators agree to make previous examinations available to students, the library will store previous examination papers digitally, accessible via the online system.

6.6 Learning Management System (LMS)

The LMS may be used to access some library and information resources. All students will have access to the LMS at all hours, with reasonable exceptions for maintenance activities. It is available to all students free of charge.

6.7 Access to collections

- All staff and students with valid GBC identification will be able to borrow any items from the library or access any library and information resources, including students who are undergoing distance education or have special accessibility requirements
- There will be no unexpected fees for students accessing library and information resources
- A standard library loan is 14 days per item, and the option of renewal for an additional 14 days. Late fees apply
- Students may borrow a maximum of 30 items at any one time
- Staff may borrow up to 100 items at any one time
- The Library and Information Resources Manager will assist students with research and other questions
- Staff will be trained in the use of library and information resources during induction and professional development activities
- Students will be trained during orientation and additional workshops as required
- Support staff will be available to assist with any technological issues on request.

6.8 Collection maintenance

So as to maintain an up-to-date collection, the library will undergo deselection to facilitate resource quality control. Deselection is the removal of outdated, worn out, or inaccurate materials. Superseded editions will be withdrawn unless they provide additional valuable information. Based on curriculum data, material that has not been used for five years will be removed.

Additionally, library and information resources will be monitored by the Library and Information Resources Manager to ensure there are no barriers to access for any students.

7. Records

Records associated with this policy will be maintained according to the Records Management Policy.

8. Related legislation

- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF).

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- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018)

9. Review

This policy will be reviewed by the Academic Board every three years, or more frequently should the Board deem it necessary.

Version Control

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