


| POLICY | |  |
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| Ref. to Legislative Frameworks: HESF2015: Standard 3.3 SRTO2015: Standard 1.3 National Code 2018: Standard 6.3 / 6.4 / 6.5 / 6.6 | Learning and Information Resources (Library) | |
| Version: 5.2 | Policy Owner: Academic Dean | Issued on: 25/01/2018 Review by: 25/01/2020 |

Revision History

| Current Version | Description of Change | Policy Developer | Effective Date |
|-----------------|---|-----------------------------------|----------------|
| 5.2 | Edited the layout to be consistent with the current template for policies and procedures Updated references to National Code 2018 Replaced the title 'Librarian' with 'Library and Information Resources Coordinator' | Quality Assurance Support Officer | 25/01/2018 |

PURPOSE

This policy explains the approach taken by Academies Australasia Polytechnic (AAPoly) in providing resources integral to students' learning progression.

POLICY STATEMENT

AAPoly maintains a library with resources (printed, electronic and online) which are accessible to students in all locations and adequate to support them in the courses they are enrolled in. AAPoly is committed to investing in the development of the learning and information resources. There is an allocation in the annual budget for upgrades to the library collections, representing approx. 1% of Higher Education revenue.

SCOPE

This policy applies to all enrolled students of AAPoly and Federation University students enrolled through AAPoly.

DEFINITIONS

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|------------|---|
| Accessible | Can be retrieved and utilised |
| Resources | Material provided in printed, electronic and online formats for use or loan via the Library |

POLICY

1. All AAPoly's enrolled students will have access to the learning and information resources within stipulated operating guidelines.
2. All facilities and learning resources are reviewed in consideration of the following:
 - a. Lecturers' feedback
 - b. Students' feedback
 - c. Academic Board and Higher Education Courses Committee feedback and review
 - d. Projected student numbers
 - e. Projected new courses
 - f. Yearly review
 - The general guideline on learning resources is to invest approx.1% of revenue from higher education courses into library resources.
 - During the strategic planning or annual budgeting process, the CEO will decide on the budget after reviewing all the feedback including recommendations of the Academic Board and/or Higher Education Courses Committee; and assessing the availability of resources.
 - g. End of semester review
 - At the end of every semester, students are given the opportunity to give their feedback regarding their subjects, teaching, student services, and facilities. The input from students is utilised by AAPoly for continuous improvement.

- h. Beginning of each semester
 - o New prescribed texts or reading titles are submitted to the Librarian/Information Resources Coordinator via subject guides.
 - o The Librarian/Information Resources Coordinator also checks for edition updates for existing prescribed texts.
 - o The Librarian/Information Resources Coordinator ensures that all prescribed texts (in print or e-book) are available to students and teaching staff before the commencement of a new semester.

3. Accessibility

- a) AAPoly Library operating time (in Melbourne and in Sydney) is Monday to Friday, from 9:00 AM to 5:00 PM all year round except during the campuses' shutdown period in December – January.
- b) AAPoly Library services are available to students who are studying at AAPoly including Federation University students who are enrolled through AAPoly. Federation University students at AAPoly may also access the University's main library on Mount Helen, Ballarat and access a wide range of electronic material through the University's online database and information resources centre.
- c) It is a requirement that every student must present either AAPoly or Federation University student identity card in order to access the AAPoly library.
- d) AAPoly's students, including Federation University students who are enrolled through AAPoly can access AAPoly's online resources via their access to the Learning Management System.

RESPONSIBILITIES

- Academic Dean is responsible for the development and review of this policy. The Dean oversees the provision and management of information resources.
- AAPoly Library and Information Resources Coordinator is responsible for communicating the policy to the Designated Head of Student Services (DH-SS) and Heads of Academic Departments. The Coordinator also develops the operational procedure, and ensure it is implemented appropriately including management of items circulation.
- DH-SS is responsible for communicating this policy and the pursuant procedure to the students.

FEEDBACK

Queries or feedback about this policy should be directed to the Academic Dean through academicdean@aapoly.edu.au. The Dean will respond to the written question or feedback within two (2) weeks from the receipt, unless an extenuating circumstance requires an immediate response or action. The feedback and subsequent outcome will be documented in the version register which will form a part of quality assurance and continuous improvement of AAPoly.

References

| Source | Document Title | Version/Date |
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| Internal | AAPoly Access to Facilities and Hours of Operation Policy | v. 3.1/ 01032016 |
| | AAPoly Learning and Information Resources (Library) Procedure | v. 5.2/25012018 |
| External | ASQA Standards for Registered Training Organisations | 2015 |
| | Copyright Act 1968 | N/A |
| | Higher Education Standards Framework | 2015 |
| | National Code of Practice for Providers of Education and Training to Overseas Students | 2018 |