

# Learning Resources Access and Management Policy

## 1. Purpose and Scope

- 1.1 The Learning Resources Access and Management Policy defines AIAT's commitment to providing information resources that support its learning, teaching and scholarship activities, and specifies principles to guide the management use of those resources.
- 1.2 This policy enables AIAT to ensure equitable use of, and accessibility to, learning resources.

## 2. Definitions

Refer to *Glossary of Terms*.

## 3. Policy Statement

- 3.1 AIAT is committed to providing access to appropriate physical and electronic learning resources, recognising they are essential to supporting student learning outcomes, facilitating the development of student competencies and graduate attributes, and to supporting a culture of scholarship among students and staff.
- 3.2 AIAT is committed to providing access to print and electronic library resources on the basis of equity regardless of mode of study.

## 4. Policy Principles

- 4.1 Learning resources are identified in line with the learning, teaching and research endeavours of AIAT. They are provided to facilitate and support educational and research activities for staff and students.
- 4.2 AIAT regularly reviews the learning and teaching needs for each course. Subject to this review and the changing needs of students, AIAT will update and deselect educational resources.
- 4.3 Consultation is undertaken with the learning and teaching community to determine priorities for each discipline area.
- 4.4 AIAT will preference electronic learning resources where possible to enhance equity of access.
- 4.5 Electronic resources are subject to licenses that govern access and use. Staff and students may search, view, browse and print or download excerpts only in accordance with license provisions and the Copyright Policy.

- 4.6 The Learning Resources (e.g. e-texts, journals, databases, etc.) are selected based on a range of criteria including relevancy and currency of content, quality, format accessibility, space and storage considerations and cost.
- 4.7 Some Learning Resources may incorporate access restrictions. The purchase of such resources will be considered within the context of need and availability.
- 4.8 Specialist support for using and/or searching for resources will be available.
- 4.9 Access to Learning Resources is provided to all students regardless of mode of study or specific needs.
- 4.10 Physical library space will be made available.

## 5. Roles and responsibilities

- 5.1 The Academic Board is responsible for
  - 5.1.1 reviewing the suggested changes to the Learning Resources; and
  - 5.1.2 making recommendations to the Board of Directors when expenditure is required.
- 5.2 The Head of Institute and Director: Learning and Teaching are responsible for identifying the initial Learning Resources required.
- 5.3 The Director: Learning and Teaching is responsible for
  - 5.3.1 consulting with the learning and teaching community to determine priorities for each discipline area; and
  - 5.3.2 sends requests for updates to Learning Resources based on reviews the learning and teaching needs for each course to Academic Board.
- 5.4 The Librarian is responsible for
  - 5.4.1 acquiring approved Learning Resources;
  - 5.4.2 providing specialised support to staff and students for using and/or searching for resources; and
  - 5.4.3 collaborating with the Head of Institute and Director: Learning and Teaching in the review and update of the Learning Resources.

## 6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Learning Resources Access and Management Policy
Policy Reference No.	POL – 44
Policy Approval	Board of Directors in consultation with Academic Board on academic matters
Policy Authority	Executive Management Group
Responsible Officer	CEO

Governance Reference Threshold Standards	HESF 2021: 3.3
Related Documents	Acceptable use of ICT Policy Acceptable use of ICT Procedure Copyright Policy Course and Subject Lifecycle: Proposal and Development Policy Course and Subject Lifecycle: Review, Monitoring and Change Policy Learning and Teaching Policy
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 (HESF)
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Asia Pacific International College (2021) Library Collection Development Policy Australian College of Applied Psychology (2018) Library Resource Access Policy IIET (2020) Library Management and Access Policy The University of Adelaide (2021) Collections Policy University of Newcastle (2017) Library Collection Development and Access Policy Western Sydney University (2017) Library Collection Development and Access Policy
Date of approval	2 March 2022
Review date	December 2024
Policy Category	Operational

## 6. Document Version Control

Document No	POL - 34	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	8/4/2022	Policy number update
Created Date	March 2022		