

Policy Name	Learning and Information Resources Policy
Policy Number	A008
Approval Authority	Academic Board
Responsible Officer	Dean
Operational Responsibility	Academic Operations Manager
Purpose	This policy provides a framework for the development and maintenance of learning and information resources at LCI Melbourne. The policy will inform and guide LCI Melbourne academic staff in the selection, acquisition, maintenance and provision of access to quality, timely and relevant resources to meet the teaching and learning needs of staff and students and make optimal use of the learning and information resources.
Scope	This policy applies to the LCI Melbourne Library (named the Curiosity Hub) and to collections owned and managed by LCI Melbourne. This policy applies to all LCI Melbourne staff and students enrolled in credit bearing courses that result in an award, including overseas students and local HELP loan and non-HELP loan students.
Policy Statement	<ol style="list-style-type: none"> 1. Collection subject areas: LCI Melbourne will maintain a collection of learning and information resources relevant to the fields of education and courses of study accredited to deliver by the institution. 2. Budget The annual learning and information resources budget for LCI Melbourne Library is divided into the following categories: print resources, digital resources, subscriptions to physical and digital resources, audiovisual resources, copyright licensees, software, IT infrastructure and stationery. 3. Acquisition

	<p>Acquisition of resources is based on the unit delivered and the disciplines offered at LCI Melbourne. Priority is given to the acquisition of resources prescribed as part of a unit of study of each accredited course. LCI Melbourne staff and students may make recommendations to the Academic Operations Manager for the acquisition of learning and information resources. LCI Melbourne follows the obligations and responsibilities in ALIA's Statement on free access to information (ALIA 2001) to provide and promote unrestricted access to ideas and a variety of information sources.</p> <p>4. Gifts and Donations</p> <p>Gifts and Donations must comply with LCI Melbourne Learning and information resource collection priorities. Resources are accepted on the understanding that LCI Melbourne reserves the right to catalogue, display, store, conserve and dispose of the item at its discretion.</p> <p>5. Replacement</p> <p>A resource may be replaced if it has been lost or damaged beyond repair. Replacements will be prioritised according to circulation records, availability of replacement copy, budget allocation and availability of alternative formats.</p> <p>6. Special Collections</p> <p>6.1 Prescribed and Recommended Readings</p> <p>LCI Melbourne Library prioritises the purchase of recommended readings provided by unit coordinators. These readings are reviewed every two years and updated in accordance with any curriculum changes.</p> <p>6.2 High Demand Collections</p> <p>The Academic Operations Manager will work with unit coordinators to ensure access to high demand course resources for students. Additional copies of resources will be acquired, and alternative formats considered. Copying of material for distribution must comply with the educational copying provisions of the Copyright Act.</p> <p>6.3 Serials Collection</p>
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	<p>LCI Melbourne Library subscribes to a limited range of print serials to supplement the electronic journal database subscription and meet the learning and teaching needs of LCI Melbourne.</p> <p>7. Collection Evaluation</p> <p>The LCI Melbourne Library collection is evaluated on an ongoing basis by the Academic Operations Manager, Academics and Dean. Circulation and usage statistics from the library management system and database providers inform the evaluation of the collection. The relevance of database subscriptions renewals of databases.</p> <p>8. Preservation</p> <p>The Academic Operations Manager assesses any damage to resources in the collection to determine whether repair is possible. Repairs will be authorised by the Academic Operations Manager. If a resource is considered too damaged to repair, the item will be assessed for relevance and replaced if considered relevant to the collection. Long term missing resources from the collection are assessed during stocktake and replacements ordered at the discretion of the Academic Operations Manager and Unit Coordinators.</p> <p>9. Evaluation</p> <p>Evaluation and clearing are ongoing processes performed by the Academic Operations Manager in the maintenance of the collection for resources that are relevant, have not been superseded or damaged. Resource clearing will be undertaken by the Academic Operations Manager in association with Unit Coordinators and/or the Dean. Any removed resource will be assessed for alternative uses within LCI Melbourne. If a resource is deemed of no use to LCI Melbourne, it will be recycled or disposed of.</p>	
Definitions	Collection	Refers to physical or virtual texts, art and artefacts.
Relevant Legislation	<p>Tertiary Education Quality and Standards (TEQSA) Act 2011</p> <p>Education Services for Overseas Students Act 2000</p> <p>Education Services for Overseas Students Regulations 2019</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018</p>	

	Higher Education Standards Framework (Threshold Standards) 2021 2021 Higher Education Support Act (2003)		
Key Related Documents	Learning and Information Resources Procedure Learning and Teaching Policy Learning and Teaching Procedure Assessment Policy Assessment Procedure Student Grievance and Complaints (Non-Academic) Policy Student Grievance and Complaints Procedure (Non Academic) Procedure Academic Grievance Appeals Policy Academic Grievance Appeals Procedure Enrolment Terms and Conditions		
Date Approved	9 October 2023		
Date of Commencement	9 October 2023		
Date for Review	M3 2026		
Documents superseded by this Procedure	Learning and Information Resources Policy 2020		
Amendment History	Updates to terminology and resources July 2022		
	Updates to ensure the inclusion of all discipline areas that are currently and may be offered in the future October 2023		
Signed and dated for LCI Melbourne	Professor Andrew Flitman	MTG 4 2023 AB minutes	9 October 2023

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy / Procedure Category	Academic
Responsible Officer	Dean

Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff Professional Staff Students
Review Date	MTG 3 2026
Approved by Academic Board	
Change and Version Control	

Version	Authored by	Description of Changes	Date Approved	Effective Date
1.0	Academic Dean	Learning and Information Resources Policy	October 2020	October 2020
2.0	Academic Operations Manager	Updates terminology and processes	20 July 2022	20 July 2022
3.0	Dean	Updates to ensure the inclusion of all discipline areas that are currently and may be offered in the future October 2023	9 October 2023	9 October 2023