

Procedure Name	Learning and Information Resources
Procedure Number	A008
Approval Authority	Academic Board
Responsible Officer	Dean
Operational Responsibility	Academic Operations Manager
Purpose	This procedure provides a framework for the development and maintenance of the library collection at LCI Melbourne. The procedure 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 learning and teaching needs of staff and students and make optimal use of the learning and information resources.
Scope	This policy applies to the LCI Melbourne Library and to learning and information resource collections owned and managed by LCI Melbourne. This procedure applies to all LCI Melbourne staff and students enrolled in credit bearing programs that result in an award, including overseas students and local HELP loan and non-HELP loan students.
Procedure	<p>1. Acquisition</p> <p>The Acquisition process is undertaken by the Academic Operations Manager in consultation with Unit Coordinators and subject-specialist academic staff. Academic Unit Coordinators are requested to make submissions in writing to the Academic Operations Manager at the beginning of each Trimester.</p> <p>The Academic Operations Manager in consultation with the Finance Director allocates funds to the library on an annual basis. The allocation of funds will be considered according to student enrolment numbers and areas where students are allocated to units and majors.</p> <p>Academic Staff and Student recommendations are forwarded to the</p>

Academic Operations Manager for consideration and approval. If approved, a purchase requisition is raised with the finance department and purchases are made by the Academic Operations Manager through approved suppliers.

2. Evaluation

Comprehensive evaluation of the learning and information resources collection will be complete every two years by the Academic Operations Manager in consultation with Unit coordinators to assess the collection for relevance and condition and to consider long-term missing items for replacement.

Any curriculum changes will initiate an evaluation of relevant unit resources and acquisitions requested where gaps in the collection are identified.

The Academic Operations Manager will provide a report to the Leadership Team for consideration and approval of new and updated resources.

The Academic Operations Manager will consult with the Finance Director to ensure budget is allocated for planned expenditure.

3. De-accession

Evaluation and clearing (de-accession) of resources will be performed by the Academic Operations Manager in consultation with unit coordinators and Academic Staff on an annual basis. Academic Staff will review the currency and relevance of discipline specific resources and identify a list of works for likely de-accession. The Academic Operations Manager will then review and approve the deaccession list, and update the Asset register to reflect items removed.

Any removed resource will be offered to LCI Melbourne staff and students. If a resource is not collected within 4 weeks, it will be donated to an appropriate charity, recycled or disposed of.

Relevant Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 Education Services for Overseas Students Act 2000 Education Services for Overseas Students Regulations 2019 National Code of Practice for Providers of Education and Training to Overseas Students 2018 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	Q4 2026		
Documents superseded by this Procedure	Learning and Information Resources Procedure 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 4 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