



Library Policy

Purpose

This policy provides support of the teaching and learning activities of Victorian School of Commerce (VSC) through strategic acquisition of up-to-date Library and learning resources in VSC. It outlines VSC's approach to ensuring library and learning resources are appropriate for the provision of higher education courses and services.

Scope

The policy applies to all VSC staff and students involved in the selection, use and maintenance of its Library and learning resources.

Policy

Principles – The key principles informing this policy are that the collection:

- Complements and advances the teaching and learning activities of VSC, in accordance with the collection practice of higher education providers;
- Meets the needs of staff and students
- Is up to date, relevant and both pertinent and timely;
- Includes electronic and digital material in addition to the physical library on campus, and the required reading and reference books needed for the courses.

VSC will ensure that its collection and acquisition process are of the highest possible standard and that the collection has currency and academic value. It will also ensure that the library and its processes have sufficient flexibility to meet the changing and diverse teaching and learning research needs of both students and staff.

All students and staff will have equal access to the library and its resources at all its locations.

Objectives of VSC's Library Collection

Staff responsible for VSC's library will seek to provide quality, client-focused resources which will support the teaching and learning of VSC. Resources will include both physical and electronic material. A focus on e-resources will enable flexible teaching and research. To ensure the broadest possible collection and to have material available for all students and staff, VSC will make it a priority to build its electronic and digital resources. This is also in line with the *Equity and Diversity Policy*.

Material held by the library must:

- Relate to and reflect the higher education courses taught at VSC
- Be from authors and publishers who have the most up to date and relevant material on the topics and be accepted and supported by those in the relevant industry
- Where possible, include diversity in relation to the differing approaches and opinions
- Be reviewed regularly to ensure currency and context.



The Course Coordinators (CC) and the Learning and Teaching Committee (LTC) will make the decisions for acquisition based on the teaching and learning needs of VSC. The CCs and LTC will make sure that the required and recommended reading within Course Proposals, is available within the library resources. For each unit delivered, students will be provided with an e-version of the textbook or be given other online access through the unit of study (Moodle). This should be at no additional cost to the student.

The collection will be shelved, stored, displayed and managed in accordance with the *Risk Management Policy* requirements so that students and staff are not exposed to any hazards. Library staff will oversee ongoing maintenance to ensure that all resources are in a good condition and accessible. Library staff are also responsible for ongoing evaluation and quality control, including stock-take and weeding out of all Library items.

This Policy is in compliance with the *Higher Education Standards Framework (Threshold Standards) 2021* 3.3, which states that:

- Learning resources are appropriate to the level of the course of study, up to date, consistent with expected learning outcomes and modes of participation, and accessible when needed.
- Where learning resources are part of an electronic learning management system, all users will have timely access to the system and training is available in use of the system.
- Access to learning resources does not present unexpected barriers, costs of technology requirements for students, including students with special needs and those who study off campus.
- Students have access to learning support services that are consistent with the requirements of their course of study, their mode of study and the learning needs of student cohorts, including arrangements for supporting and maintaining contact with students who are off campus.

All staff responsible for Library resources need to also refer to the *Risk Management Policy* and the *Critical Incident Management and Business Continuity Policy*.

Related policy instruments

Acceptable Use of Resources Policy

Code of Conduct

Critical Incident Management and Business Continuity Policy

Facilities Resources and Infrastructure Policy

Equity and diversity Policy

Records and Information Management Policy

Risk Management Policy

Teaching and Learning Policy

Related documents and legislation

Australian Qualifications Framework (AQF)



Australian Library Information Association: *Future of the Library and Information science Profession: Tertiary Educational Libraries* 2014

EBSCO _ Education Research Databases - <https://www.ebsco.com/academic-libraries/subjects/education>

The Principles and Guidelines of Australian Higher Education Libraries 2016: Council of Australian University Librarians

Tertiary Education Facilities Management Association

Higher Education Standards Framework (Threshold Standards) 2021: 3.3

Administration

Revision History

Version	Approval date	Approval body	Review date
0.1	20/01/2020	Board of Directors	
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