



# LIBRARY AND INFORMATION RESOURCES POLICY AND PROCEDURES

## Purpose

Lincoln Education Australia (LEA\*\*) is dedicated to supporting the learning, teaching, and scholarship of students and staff through the provision of high quality library and information resource services. With both online and offline resources accessible to all students and staff, LEA shall foster critical inquiry and excellence in learning and teaching.

This *Library and Information Services Policy and Procedures* describes the management of library and information resources at LEA and the types of resources that LEA shall provide to students and staff. Furthermore, it provides the details of the processes of acquiring, ensuring student and staff access to, and maintaining library and information resources.

\*\*The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

## Scope

This policy applies to all staff and students at LEA.

## Principles

Library and learning resources at LEA are acquired and managed in close alignment with the learning, teaching, and scholarly activities undertaken at LEA.

In particular, all texts identified as recommended or required reading for courses offered by LEA shall be acquired as multiple hardcopies for the library. Where possible, digital copies of text and reference books and subscriptions to journal shall also be acquired.

Library and information resources at LEA shall be:

- Current
- Relevant
- Of high academic quality
- Available in both digital and hard copies, where possible.
- Accessible to all students and staff

All library and information resources, including associated infrastructure, shall be accessible to all students, including those with specific needs, and to staff.



## PROCEDURES

### Types of Resources

#### *Hard Copy Materials*

Print versions of textbooks, extended discipline specific texts and other materials such as magazines and newspapers shall be available.

Additionally, LEA Library shall house dictionaries, academic writing style guides, and academic referencing style guides.

#### *Digital Resources*

LEA shall maintain an online repository of learning and teaching materials including:

- Open access journals
- E-journals
- E-books

LEA shall maintain subscriptions to providers of online journal databases, which is reviewed annually and expanded when any new courses or study units are approved for delivery.

Additionally, with approval from Course Coordinators, digital versions of previous examination papers shall be made available to students. These shall be accessible via the Learning Management System.

Wherever possible, LEA shall provide access to the digital version of textbooks alongside the physical version. All digital resources shall be accessible to students and staff via the online library catalogue.

### Acquisition of Resources

The Librarian shall make acquisitions in consultation with relevant academic staff. All purchases shall be made in accordance with the levels of authority defined in the Delegations Register.

Staff and students may request acquisitions. Their request shall demonstrate the relevance of the resources to a subject or course at LEA.

Digital resources shall be acquired at the discretion of the Librarian, and in accordance with the Delegations Register.

Prior to each teaching semester, the Librarian shall ensure that all necessary resources for that semester are available to students in both digital and hardcopy format, including:



- Textbook materials and essential readings for each subject
- Recommended readings for each subject
- Extended discipline specific readings
- Recommended learning resources such as style guides, citation guides, and study guides.

## Access to Resources

All staff and students with valid LEA staff or student identification shall be permitted to use and borrow items. Access to library and information resources shall be free of charge.

Library and information resources shall be designed to accommodate students with specific access needs.

The library opening hours are from 8am to 8pm every day.

Staff and students shall be familiarised with library and information resources at LEA through induction and orientation sessions, respectively.

Staff and students shall be informed of borrowing limitations, including:

- One library loan spanning 14 days, with the option to renew
- Hard copies of reference books and text books can only be accessed within the library premises.
- Late fees apply if library loans are not returned
- A limit to no more than five borrowed items at a time applies for students
- A limit to no more than ten borrowed items at a time applies for staff.

## Maintenance

The Librarian oversees the process of removing out-dated, worn out, and irrelevant materials, and acquiring new, up to-date high quality additions.

The Librarian shall regularly report and provide advice to the Teaching and Learning Committee regarding new acquisitions plans of library resources for supporting LEA courses.

Additionally, accessibility arrangements shall be reviewed alongside student and staff feedback, updated to ensure that all students and staff have full access to library and information resources.

## Infrastructure

The Library shall be resourced with sufficient numbers of reference books and LEA shall subscribe a number of relevant journals and magazines. Lincoln University College (LUC) shall provide an IP licence to use the e-library system through the LMS for LEA students and academic staff to access thousands of e-books, journals, audio, video and other resources available across various LUC sites on the system.



The Library shall be resourced with a number of hot desks with computers so that students and staff can access any time from 8am to 8pm every day. The E-library can be accessed by staff and students 24X7 through their unique identity login and password using their own computer at any location on the campus or remotely.

Security shall be maintained by access controls such as unique login and passwords and firewall protective systems and can only be accessed using the LEA path. The Library system shall not only provide access to staff and students to LEA and LUC publications and research journals, but also allow interactions with academics across LUC centres. The Library shall also have inter-library borrowing facility for staff and students to access any books and resources not available on-campus LEA or on the LUC system.

The Library shall have sufficient appropriate reference books, journals and a number of hot desks with computers shall be provided to access, download, and print from e library. E library access shall be provided through LUC site and students and staff can access thousands of books journals, audio, video and other resources available across various LUC sites.

Access to the Computer Lab shall be provided to each student for training and learning purposes, equipped with the latest and appropriately configured computers with audio and video facilities for both student development and training purposes.

### Compliance

All students and staff at LEA are required to comply with this policy and its procedures, and with related policies and respective procedures. Non-compliance may result in disciplinary action.

<b>File Number</b>	LEA-GEN-COR-70042-D
<b>Responsible Officer</b>	Chief Executive Officer
<b>Contact Officer</b>	Librarian
<b>Legislative Compliance</b>	<ul style="list-style-type: none"> <li>• Higher Education Standards Framework (Threshold Standards) 2015</li> <li>• Australian Qualifications Framework</li> <li>• Tertiary Education Quality and Standards Agency Act 2011</li> </ul>
<b>Supporting Documents</b>	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Academic Standards Policy and Procedures</li> <li>• Teaching and Learning Plan</li> <li>• Orientation Program Policy and Procedures</li> <li>• Disability Support Policy</li> <li>• Student Learning Support Policy and Procedures</li> </ul>
<b>Superseded Documents</b>	
<b>Effective Date</b>	1 January 2022
<b>Review Date</b>	3 years from the effective date



## Definitions

**Academic Board:** Governing body responsible for academic matters, including teaching and learning, course approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes.

**Corporate Governance Board:** Governing body responsible for oversight of all higher education operations, including the ongoing viability of LEA and the quality of its higher education delivery. The Corporate Governance Board guides Executive Management and delegates responsibility for academic matters to the Academic Board.

**Information technology (IT) services:** Digital systems used for storing, retrieving, and exchanging information. Education IT services include online learning management systems, e-libraries and e-catalogues, student cards, student emails and passwords, on-campus computers and printers.

**Library Resources:** Collection of hardcopy and online resources of data and learning material available through the LEA library service for the use of staff and students.

## Review Schedule

This policy shall be reviewed by the Academic Board every three years.

Version History			
Version number:	Approved by:	Approval Date:	Revision Notes:
1.0	Academic Board	17/12/2020	New policy
1.1	Academic Board	22/02/2023	TEQSA and CRICOS requirements incorporated