Library and Information Resources Policy

Version number	2
Approved by	Corporate Governance Board
Date of approval	September 30, 2022

Purpose

Sydney Institute of Higher Education (**SIHE**) 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, SIHE will foster critical inquiry and excellence in learning and teaching.

This *Library and Information Services Policy* describes the management of library and information resources at SIHE and the types of resources that SIHE will provide to students. Furthermore, it details the process of acquiring, ensuring student access to, and maintaining library and information resources.

Scope

This policy applies to all staff and students at SIHE.

Principles

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

In particular, all texts identified as required reading for units offered by SIHE must be obtained as multiple hardcopies for the library. Texts identified as recommended reading will be provided where possible in hardcopy for the library.

Library and information resources, between hard copy and online resources, at SIHE must be:

- Comprehensive
- Current
- Relevant
- Accessible to all students

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

Procedures

Hardcopy materials

Print versions of textbooks and other materials such as magazines and newspapers will be purchased.

Additionally, SIHE will purchase dictionaries, academic writing style guides, and academic referencing style guides.

Digital resources

SIHE will maintain an online repository of learning and teaching materials including:

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

SIHE maintains subscriptions to providers of online journal databases, which is reviewed annually and expanded when any new programs or study units are approved for delivery.

Additionally, with approval from Program Directors, digital versions of previous examination papers will be made available to students. These will be accessible via the learning management system.

Wherever possible, SIHE will acquire the digital version of textbooks alongside the physical version.

All digital resources will be accessible to students and staff through the library.

Acquisition of resources

The Library and Information Services Coordinator will make acquisitions in consultation with the President and Finance manager.

All purchases must be made in accordance with the levels of authority defined in the *Delegations Register*.

Staff and students may request acquisitions. Their request must demonstrate the relevance of the resources to a unit or program at SIHE.

Digital resources will be acquired at the discretion of the Library and Information Services Coordinator, and in accordance with the *Delegations Register*.

Prior to each teaching term, the Library and Information Services Coordinator must ensure that all necessary resources for that term are available to students in either digital and hardcopy, including:

- Textbook materials and essential readings for each unit
- Recommended readings for each unit
- Recommended learning resources such as style guides, citation guides, and study guides.

Access to resources

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

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

Staff and students will be familiarised with library and information resources at SIHE through induction and orientation sessions respectively.

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

- Library loan spans 14 days, with the option to renew
- Late fees apply if library loans are not returned
- Students cannot borrow more than five items at a time
- Staff cannot borrow more than ten items at a time.

Maintenance

The Library and Information Services Coordinator will oversee the process of removing out-dated, worn out, and inaccurate materials, and acquiring new, high quality additions.

In particular, magazines and newspapers will be regularly reviewed to ensure only current and relevant issues are retained.

The Library and Information Services Coordinator regularly reports and provides advice to the *Learning and Teaching Committee* regarding new acquisitions plans of library resources for supporting SIHE programs.

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

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Library and Information Services Coordinator.

Definitions

Academic Board: the governing body responsible for academic matters, including teaching and learning, program approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes. The *Academic Board* reports to the *Corporate Governance Board*.

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

Information technology (IT) services: the 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 services: the collection of hardcopy and online resources of data and learning material available through the SIHE library service for the use of staff and students.

Review schedule

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

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	05/02/2018		05/02/2021
	Corporate Governance Board	26/03/2021	Review postponed to one year after commence operations following delayed start to operate due to COVID-19	07/02/2023
2	Corporate Governance Board	September 30, 2022	Correct of typos. Change to reflect Sydney Institute policy that library resources will be available in either digital or hardcopy format, as opposed to both digital and hardcopy format.	September 30, 2025

End of document: "Library and Information Resources Policy"

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Related Documents		
➥	🗋	Academic Standards Policy
➥	🗋	Disability Support Policy
➥	🗋	Orientation Program Policy
➥	🗋	Delegations Register
➥	🗋	Learning and Teaching Committee - Terms of Reference