

Library Policy

Supporting plans, policies and procedures	<ul style="list-style-type: none"> • Learning and Teaching Plan • Library and Resources Plan • ICT and Infrastructure Plan • Code of Conduct • Critical Incidents Business Continuity Policy and Procedure • Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Framework and Policy • Resource Access and Usage Policy • Records, Data and Information Management and Security Policy • Facilities, ICT Infrastructure and Resources Policy • Risk Management Policy • Student Handbook • Staff Handbook
Related Legislation and documents	<ul style="list-style-type: none"> • The Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 • TEQSA Guidance Note: Staffing, Learning Resources and Educational Support, Version 1.3, 22 November 2017 (https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-leadership)
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Approved by	Academic Board
Date approved	6 December 2023
Document review	This document is to be reviewed every two-years at a minimum from the date of final approval

Version	Review Date and Person/Body	Notes
0.1	Draft prepared and reviewed at Learning and Teaching Committees (LTC) in May and June 2020	
1.0	Presented to 2 July 2020 Academic Board meeting	AB requested the following changes: Replace the term 'outdated' with 'superseded' and remove the term 'objectionable' on page 3
2.0	Approved by the Academic Board on 2 July 2020	Final version with AB changes incorporated
2.1	Approved by the Academic Board on 20 October 2020	Minor updates included based on external and internal review
3.0	Reviewed and approved by the Academic Board via email circulation on 23 July 2021	Updates made following the response to the TEQSA Request for Information 23 July 2021
3.1	Reviewed and approved by the Academic Board 6 December 2023	Update the LMS name, timing and added condition for entry.

Background and Scope

This Policy outlines MIHE's approach to ensuring library and e-learning resources are appropriate for the provision of higher education courses and services. This policy also outlines how library and e-learning resources will be managed and which/how users access it. This policy applies to all of MIHE's operations and applicable to all students and staff involved in the selection and management of Library resources.

This Policy was developed with reference to TEQSA Guidance Note: Staffing, Learning Resources and Educational Support, Version 1.3, 22 November 2017 (<https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-leadership>).

Definitions

Refer to Glossary of Terms.

Policy

This policy ensures that there is up to date and appropriate library and e-learning resources available to staff and students in accordance with the nature and projected staff and student numbers approved in the Workforce Plan, Business Plan and ICT and Infrastructure Plan.

MIHE is committed to ensure that the acquisition and collection processes of library and e-learning resources are of the highest possible standard. MIHE library and e-learning resources must be sufficient and of the quality required to support diverse and changing teaching, learning and research needs of staff. It must enable and support students to achieve the expected learning outcomes and help them achieve their academic endeavours.

All students enrolled in a course including the students with special needs and those who study off campus must have the same access to and availability of library and e-learning resources. Specifically, library and e-learning resources will be appropriate for the level of study, with sufficient access and availability for all staff and students. Library and e-learning resources must also be current, authoritative and accepted in the relevant field.

The MIHE library is intended primarily to be an academic resource and priority acquisitions will be those materials essential for its academic courses, including textbooks and recommended reading. All such essential materials will be provided in electronic versions and/or be accessible through MIHE's online portal and Learning Management System (Canvas) to MIHE students and staff at no additional cost.

The MIHE library includes not only hard copies of books and reference materials, but also electronic material/resources. MIHE must maintain its library to a high standard, using the best acquisition

strategies to bolster its collection periodically (refer to *Library and Resources Plan* for details). Acquisition of library resources must be in alignment with the needs of MIHE staff and students, and in consultation with MIHE staff and wider stakeholders as required. Acquisition of library resources must also be based:

- around the principles of providing the necessary coverage for all of MIHE's academic courses and research work;
- to ensure that library resources remain current;
- to ensure the best format possible for the acquired material/resources;
- to pursue acquisitions from quality and reliable suppliers (covering relevant languages other than English as required); and
- to ensure that it includes digital formats of reference materials, e-books and other suitable digital material/resources.

The library must make its resources accessible and amenable to changing teaching and learning methods/approaches. The library must be designed to serve the needs of the broadest number of staff and students, making materials/resources available in relevant formats, both physical and electronic.

MIHE will ensure that its library will be open to all donations that provide materials that are necessary and relevant to its collection, and that align with this policy. Donations to the library are welcomed by any person or entities that wish to donate, including staff and students who may wish to donate their books, publications and papers. MIHE may decline donations if it deems the donations to not be appropriate or in alignment with this policy.

MIHE library resources should be maintained by library staff in good condition, shelved according to the correct system, and displayed in an easily accessible and appropriate manner. Any damaged items must be repaired or replaced in a timely manner. If possible, any damaged items will also be replaced with an electronic version. Superseded materials must be updated or removed. Library staff must conduct regular maintenance activities to ensure this policy is complied with and also in accordance with MIHE's *Risk Management Policy* to ensure they do not pose hazards to students or staff. MIHE must ensure that its library staff conduct annual reviews of the collection to ensure the quality, scope, diversity and currency of its physical and electronic resources, as well as to keep up with new courses and academic requirements. To maintain the integrity of the library, inaccurate and/or superseded materials must be removed from the library.

MIHE will ensure that facilities are fit for purpose and accommodate the education activities of students and staff. MIHE will ensure that a learning environment is maintained to support academic

interactions among students outside of formal teaching. To achieve this, a library space will be provided with open-access space where students can study and collaborate.

The entitlements and resources for the Librarian will depend on the size of the initial cohort and must be appropriate for the total number of higher education students enrolled at MIHE.

At MIHE, the library is a valuable resource for all students and staff. Therefore, it must be addressed in a manner appropriate for higher education.

MIHE library:

- Provides students and staff with access to information through a study hub.
- Ensures that users have access to a quiet study area.
- Is open Monday through Friday from 9 a.m. to 5 p.m.

Users of the library are responsible for:

- All library resources borrowed in their name
- Notifying the Library staff immediately if a Loan is lost, stolen, damaged, or destroyed.
- Retaining all loaned items by the due date stated on the loan agreement
- Returning all loan items in the same condition as when they were borrowed.
- Replacement of lost or damaged loan items (or providing the cost of replacement).

Conditions of entry:

- It is not permitted to place bags in the open collection area.
- Students must present their ID cards to Library staff upon request.
- Student accounts must be credited with funds for printing and photocopying or cash must be provided.
- Users of the library must respect others by keeping noise to a minimum.
- In the Library, mobile phones may not be used to make telephone calls.
- In the library, food is not permitted.

The user may be asked to leave the Library if he or she does not comply with the conditions of entry.

Suspension of rights

The library staff may:

- Suspend or revoke a user's privilege to enter or use the library if the user does not adhere to the Library Policy and Procedures;
- Request that users leave the Library if they do not comply with the Library's entry or use conditions;

- If a user loses, damages, or destroys a library resource, the library may request payment for the loss, damage, or destruction. If payment is not made by the due date, the users will be prohibited from borrowing any further resources.