Library Policy

1. PURPOSE

The Library Policy confirms the commitment of the Barton Business School ("BBS") to supporting students and staff in learning and teaching by ensuring appropriate acquisition and management of all library resources. It aims to have all of BBS's library resources meet the Threshold Standards and the requirements of the appropriate level of the Australian Qualifications Framework (AQF).

2. SCOPE

This policy applies to the BBS library. It also has implications for BBS students, staff, and authorised library users.

3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

4. POLICY

BBS is committed to developing an environment of scholarship by ensuring current, relevant library resources are available to foster intellectual inquiry.

The primary principles that underpin this policy are:

a. The library must contribute directly to the learning and teaching of BBS students and staff by providing resources to support these core activities.
b. Library resources must be acquired in appropriate formats and in sufficient quantity to align with student and staff needs.
c. Based on the *Facilities and Resources Plan*, the Learning and Teaching Committee ("LTC") must determine the collection priorities for each disciplinary area.
d. The Academic Board ("AB") must monitor and approve the acquisition process for library resources.
e. Learning resources, such as library facilities and services, simulations, and software, that are prescribed and recommended for a course of study must:
    i. relate to the learning outcomes;
    ii. be current;
    iii. be accessible when needed by students and staff.

f.   Students and staff must have timely access to the learning resources that are part of the Learning Management System (LMS). Training must be available in the use of the LMS system.

g.   To maximise accessibility and flexibility, preference is given to the electronic version of library resources.

h.   Acquisition and collection of library resources must be evaluated regularly for relegation and disposal purposes.

i.   Unnecessary duplication of library resources must be avoided.

j.   Students and staff must accept responsibility for the appropriate care of library resources, ensuring fair access by all students and staff to the library and its resources.

k.   Access to learning resources must not incur additional costs and must not present unexpected barriers or technology requirements for students, including those with special needs.

5. LIBRARY RESOURCES

a.   A minimum of one copy of all unit textbooks prescribed in unit outlines must be available for students.

b.   If available online, prescribed textbooks must also be accessible as e-books.

c.   Subscriptions must be acquired for online journals and databases that add demonstrable value to the library collection.

d.   Compliance must occur with all relevant copyright legislation and publisher licensing agreements.

e.   Any material no longer usable in its current format must be removed and replaced.

f.   Library resources must be withdrawn if they are unlikely to be used in future learning and teaching.

g.   When the existence of a later edition of a resource listed in a unit outline becomes available, it must be considered for acquisition in the context of student learning needs.

h.   All new resources obtained must be catalogued and disseminated as soon as practicable.

i.   Workshops and information sessions must be arranged relating to the library database, search tools, and online resources and compliance with copyright and publisher licencing requirements.

j.   Workshops and information sessions must be offered covering intellectual property, academic integrity, and plagiarism.

k.   Operational computers with appropriate capabilities must be available for students to use in the library during library opening hours.

l.   Printing, copier, and scanning facilities must be available and accessible via a Student ID card.

m. Quiet individual workstations must be available for students to undertake individual work outside of classrooms.

n. Group work meeting spaces must be available within the library to allow students to work collaboratively outside the classroom.

o. If a user misplaces or misuses library resources, they must pay the replacement fees, noting fees may apply for the late return

6. ROLES AND RESPONSIBILITIES

a. Students and staff are responsible for complying with this policy.

b. The librarian is responsible for ensuring the processes involved in maintenance and deselection are undertaken promptly and efficiently. The librarian will
   i. undertake maintenance on an ongoing basis to ensure all items in the collection are in fair condition;
   ii. when appropriate, repair or replace damaged items;
   iii. undertake regular stocktakes and deselect obsolete, inaccurate, inaccessible, and superseded material;
   iv. review annually usage of resources in the collection, particularly online journals, and report the outcomes to the LTC.

c. The LTC is responsible for ensuring that new, revised, or otherwise updated versions of required resources are available to students as soon as possible.

d. The AB will oversee the process and approve the LTC's recommendations.

7. VERSION CONTROL

Document title	Library Policy	
Approved By	Academic Board	
Date of Review	This document is to be reviewed every two years at a minimum from the date of final approval.	
Related Documents	• Learning and Teaching Plan • Staff Code of Conduct • Student Code of Conduct • Student Handbook • Student Orientation Policy and Procedures • Student Wellbeing and Support Policy and Procedures • Terms of Reference - Academic Board • Terms of Reference - Learning and Teaching Committee	
Related Legislation and References	• Higher Education Standards Framework – (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 • TEQSA Guidance Note: External Referencing (including Benchmarking)	

Version	Notes	Date Approved
1.0	• The first draft tabled in the LTC meeting • Minor changes were made by the LTC in section 1, 2 and 5.	
2.0	• Document approved subject to changes in Section 1 Purpose: *The Library Policy confirms the commitment of the Barton Business School ("BBS") to supporting students and staff in learning and teaching by ensuring appropriate acquisition and management of all library resources*' and sections 4.e.ii, 4.f, 4.g, 5.b, 5.g, 5.i, and 5.j.	16/12/2023