Library Plan

Purpose

1. The library of the Australian International Institute of Higher Education ('the Institute') consists of hardcopy texts and reference books as well as accessible electronic resources and databases. In addition, the library has study pods for students' use to access electronic library resources and undertake group discussions.

2. The Institute's resources and learning support services ensure a high-quality learning experience for all students. This plan outlines the services provided by the library staff at the Institute and the resources made available to students and staff to support their learning across the curriculum and promote the Institute's capacity for ongoing, independent learning.

Scope

3. This plan applies to all resources within the remit of the library.

Definitions

4. There are no specific definitions for this plan.

Plan

Principles

5. The library at the Institute is designed to provide a welcoming and inclusive learning and research environment that values inquiry, discovery and discourse. To achieve this, the library is committed to:

   a) continually communicate with academic staff to identify and invest in key resources supporting inquiry and learning in relevant discipline areas at the Institute

   b) collect introductory and advanced level resources at the appropriate Australian Quality Framework level, relevant to key discipline areas and course learning outcomes

   c) provide resources that reflect a range of opinions where controversial topics are involved

   d) purchase multiple copies of items in high demand including set texts and recommended readings for subjects offered at the Institute (as per the **library budget** section below)

   e) seek best value when purchasing resources preferring digital versions to hard copy and established authors/publishers to unknown authors, preferring Australian origin resources where possible and relevant

   f) the purchase of subscriptions to full-text journal databases in relevant disciplines to be made available to staff and students working from any location over the internet

   g) seek, analyse and respond to regular feedback from staff and students through a variety of mediums (student satisfaction surveys, customer suggestions/complaints, usage data, etc.) on the quality of library services and resources as well as suggestions for further resources and services supporting learning

   h) provide well-resourced, accessible learning spaces accommodating collaborative as well as

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individual study modes

i) provide resources and research support services for students and staff undertaking scholarly research and publication

j) track and report on the library customer experience in face-to-face and online contexts

k) use effective communication strategies to ensure that all staff and students receive clear information about library resources and services

l) provide face-to-face and online modules for the development of information literacy, knowledge and skills

m) work with teaching staff to embed information literacy learning and library resources in subjects and courses

n) track and respond to the changing information environment and ensure that digital information access is relevant, secure and high quality

o) regularly evaluate, maintain and weed the library's collection to ensure currency, quality and scope of materials is preserved.

Resources

6. The Institute's library will ensure adequate computers are available for students to access online databases and the library catalogue through the computers in the adjacent computer lab. Users may also access library resources online via the Institute's website. Initially, the library is equipped with one computer for the library staff to assist the students. The Institute has a plan to set up multiple computers in the library dedicated to catalogues and online database searches.

7. The library is designed to provide a range of services to users that include:

a) a full-time Librarian

b) access to multiple copies of prescribed, recommended books and other reference books

c) electronic access to relevant databases (e.g. EBSCO) and leading journals in business, accounting, commerce, information systems and marketing

d) information sessions for students to assist them in developing their information literacy skills, such as:

   i. scheduled library tutorials on accessing and finding journal articles on the online catalogue

   ii. group and one-on-one library information sessions

   iii. academic writing tutorials.

8. These resources and opportunities will be widely publicised to enrolled students and are incorporated into the student orientation process.

Library staff

9. Three months prior to the start of course delivery, a qualified full-time Librarian will staff the Institute's library. Depending upon student enrolment and service demand, and with the approval of the Governing Council, the Chief Executive Officer (CEO) will engage additional staff on a casual basis for extra support.

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Acquisitions and library budget

10. Key learning resources are identified in original full course proposals and are reviewed and approved by the Academic Board as part of the course approval process.

11. Where a review of courses results in the approval of new/revised subjects of study and/or new prescribed or recommended texts and readings, these will be purchased at least one month prior to the start of course delivery of the revised subjects.

12. The Institute's library will be provided with an initial budget of $50,000 to enable the purchase of all reading material specified in subject outlines as well as additional learning resources such as access to selected electronic journals for the Institute's higher education programs.

13. The library will have an ongoing yearly acquisition budget of $350 per student/annum for the purchase and development of library holdings and other resources. This budget will be used to develop and increase the collection and related resources including electronic journal databases.

14. The library will maintain copies of recommended texts and readings in the following ratios:

    a) 1 to 40 students: 2 copies

    b) 41 to 80 students: 3 copies

    c) 81 to 120 students: 4 copies

    d) 121 or more students: 5 copies.

15. Academic staff will receive a desk copy of the textbook as specified in the outline of the subject that they are assigned to teach. They will be able to keep that desk copy for the duration of the semester they are teaching and until the end of the formal examination period.

Library opening hours

Period	*Opening Hours*
Teaching weeks	Monday – Friday 09:00 – 18:00
Mid-semester break	Monday to Friday 09:00 – 17:00
Pre-exam study vacation week	Monday to Friday 09:00 – 18:00
Semester breaks	Monday to Friday 10:00 – 16:00

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Review of library holdings

16. The Librarian is responsible for the annual review of Library holdings. The review will evaluate the quality, sufficiency and access to learning resources (and educational support) offered by the library. The findings of the review of library holdings will be based on:

    a) feedback through Staff and Student Satisfaction Surveys

    b) findings from external reviews or benchmarking exercises.

17. The review will be submitted to the Academic Dean who will endorse/amend the review as appropriate for consideration by the Teaching and Learning Committee prior to the end of the academic year.

18. The Teaching and Learning Committee will make recommendations to Academic Board based on the review, including for any new materials that may need to be purchased for the following academic year. Where the recommendations exceed the budget set by the Governing Council, the Teaching and Learning Committee will include the list of required readings, associated costs, and rationale for the increased expenditure.

19. If the Academic Board approves this request, then the list will be referred to the Governing Council for approval of the increased expenditure.

Review of library plan

20. This plan will be reviewed annually as part of the Institute's quality assurance cycle.

Responsibilities

21. The Librarian is responsible for conducting an annual review of Library holdings to assess the quality, sufficiency, and accessibility of the resources, and preparing a report with recommendations for the Academic Dean and Teaching and Learning Committee.

22. The Library Staff is responsible for assisting students and staff with accessing and utilising library resources.

23. Students are responsible for actively utilising library resources to support their learning and research activities and providing feedback.

24. Academic staff are responsible for collaborating with the Librarian to identify and recommend resources that support their course content and learning outcomes.

25. The CEO is responsible for ensuring that the Library's services and resources align with the Institute's strategic goals and objectives.

26. The Academic Board has overall responsibility for the quality and relevance of the library collection on the basis of recommendations from the Teaching and Learning Committee.

27. The Governing Council is responsible for ensuring that the Institute's library facilities and resources, including human resources, are adequate to provide students and teaching staff with every opportunity to access the information and knowledge support services required to achieve high-quality educational outcomes.

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Associated information

Approving body	Academic Board
Date approved	17 September 2020
Date of effect	Commencement of operation
Scheduled review	Two years from when policy commence
Current version approval date	15/08/2024
Next review date	15/08/2026
Policy owner	Academic Dean
Policy contact	Academic Dean
Related AIIHE Documents	Campus Facilities and Security Policy and Procedure Course Development Policy and Procedure Course Monitoring and Review Policy and Procedure Student Disability Policy and Procedure Student Equity and Diversity Policy and Procedure Facilities and Resources Review Policy and Procedure Intellectual Property Policy and Procedure Planning Framework AIIHE Business Plan Quality Assurance Framework Stakeholder Feedback Policy and Procedure Student Code of Conduct Use of ICT Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2021 (Cth)	Standard 3.3, ss 1-4 Standard 5.3, ss 5-7 Standard 6.3, ss 1-2 Standard 7.2, ss 2
Other related external instruments/documents	Tertiary Education Quality and Standards Agency Act 2011 (Cth)

Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	17 September 2020
1.1	Compliance Officer	Reviewed to align with the HESF 2021, responsibilities were strengthened, and the footer was updated with current addresses.	15 August 2024

N.B. The document is uncontrolled when printed! The current version of this document is maintained on the AIIHE website at www.aiihe.edu.au.

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