Library Policy

SECTION 1

Purpose

1.   The purpose of this Policy is to establish a framework for the development and maintenance of the IHM library collection for both the physical and electronic collection to facilitate the teaching, learning and research endeavours, to enhance an exceptional student/user experience.

Scope

2.   This Policy applies to the administration and use of the IHM library facilities, services and materials.
3.   The Policy is applicable to all on campus, online students and staff.

Definitions

4.   The following definitions are relevant to this Policy:

a)   **Academic integrity** - Relates to honest and responsible scholarship through students creating and expressing their ideas, acknowledging all sources of information, completing all work, e.g. assessment tasks independently and/or, acknowledging any collaboration.

b)   **Assessment -** The process of attributing value to the outcome of a task a student undertakes

c)   **Assessment task** - Includes, but is not limited to essays, tests, examinations, laboratory, field, and clinical work, workplace learning tasks, portfolios, projects, productions, presentations, performances, and online activities.

d)   **Breach of copyright** - Is defined as the commission of an act that is disallowed, either explicitly or implicitly, by the Copyright act (1968) and subsequent amendments.

e)   **Cheating** - Describes an act of academic misconduct through which a student attempts to gain unfair advantage in admission to a course or in an assessment task.

f)   **Collection development** - The process by which the Library accesses, selects and deselects information resources

g)   **Contract cheating** - Includes paid and unpaid arrangements made through a third party, which includes friends/family allowing another person or using artificial intelligence to complete part or all of an assessment or examination.

h)   **Copyright** - Copyright in Australia is governed by the Australian *Copyright Act 1968* (the Act). This legislation gives the owner of the copyright in literary, dramatic, musical, and artistic works, sound recordings, films, and broadcasts exclusive rights to use those works. The types of uses include the right to reproduce/copy a work, publish, perform in public, and/or communicate the work to the public via electronic means - including making it available online or sending it via email. Permission needs to be obtained from the owner of copyright.

i)   **Course** - An integrated set of units of study within a curriculum which comprise core and elective units Courses are defined by diploma or degree rules which determine study plans for individual students. Upon completion of a course of study a student will be admitted as a graduate of a prescribed diploma or degree.

j)   **Deselection** - The regular removal of material from a collection in order to maintain the collection as active, relevant and up-to-date, so as to best meet the needs of IHM. Deselection decisions must take into account use, the intended scope of the collection, as well as financial and space constraints.

k)   **Digital collections** - Collection materials in various formats that receive special attention in terms of storage, description and access.

l)   **eLearning** - The use of technology to contribute to or enhance the learning undertaken by students enrolled in a course of study.

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m) **Fair Dealing** - For a variety of reasons, including research or study, limited use of copyright material is permitted without requiring permission from the copyright owner; this equates to 10% of the number of pages in a book or one chapter of a work.

n) **Library Advisory Committee** - Academic Dean, Course Coordinators, Finance Manager and Librarian.

o) **Prevention of plagiarism and collusion** - Refers to the assessment task procedures/processes, including administration and marking, that prevent or minimise plagiarism and collusion.

p) **Re-housing** - The identification of physical material to be relocated to other campuses as circumstances require (Example: to meet teaching and learning demands or space requirements)

q) **Unit of study** - Units of study are the building blocks of course structure and will enable the development of skills, concepts, approaches, and capabilities which contribute to the graduate attributes and qualities.

Suite Documents

5. This Policy is linked to the following policies and procedures:
   a) Library Collection Procedure
   b) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy Principles

6. **Collection Principles**
   a) Collection development is based on teaching and research priorities determined through academic consultation. Primary consideration is given to strengthen existing collection to meet the current academic curriculum needs.
   b) Resources will be acquired in the various format which suit the needs of the patrons. Primary preference is given to eResources and access will be providing through integrated library platform (Exlibris ALMA).
   c) The physical collection will be managed as steady, taking account of space available for the collection and the resources available for funding storage of the collection.

7. **Consultation Principles**
   a) Formal consultation about the significant developments of the collection and new major acquisitions will occur through the Library Advisory Committee in addition to consultation with academics.
   b) The library will seek to maximise the return on investment in the collection by promoting the collection, providing information and support through training and online guides.

8. **Purchasing Principles**
   a) All library users may suggest resources for acquisition, suggestions will take in action by Librarian with reference to the principles in this policy.
   b) Resources will be purchased through the most effective means including use of approval plans, physical and digital acquisition and interlibrary loan with other institutions.
   c) The library will continue to participate in resource sharing arrangement that give the community access to resources held in the other research libraries.
   d) Gifts and donations will be reviewed and accepted only if consistent with the collection scope.
   e) The Librarian will deal directly with publishers if there are no advantages to be gained by using third parties for supply resources.

9. **Accessing Principles**
   a) Access to the collection will remain through an integrated library (ALMA Primo Discovery) system, which provides access to all library resources.

10. **Processing Principles**
    a) Resources will be acquired to meet academic needs in a timely manner. Requests for resources materials that are agreed after the respective academics will be ordered within five working days of the agreement.
    b) Any resources that academic needs urgently will be placed within two working days.

11. **Review Principles**
    a) Complaints about the inclusion or exclusion of resources will be accepted only in writing and should be addressed to Librarian, who will be normally resolve the matter.
    b) Advice may be sought from the Academic Dean.

12. **Currency/Relevance Principles**
    a) The librarian will review resources and remove from the collection when resources are no longer current and/or relevant to teaching and research.
    b) The course coordinators will annually review the list of prescribed and recommended resources and ensure the library collection is updated.
    c) The content has been superseded by new edition or by other works and edition is no longer required.
    d) The physical condition inhibits access to its content.
    e) Where a resource is available online with permanent access, print copies will be only retained if there is a special requirement.

13. **Governance and Oversight Principles**
    a) IHM appoints a Library Advisory Committee to govern the policy implementation and processes
    b) The Library Advisory Committee membership includes: Academic Dean, Course Coordinators, Finance Manager and Librarian
    c) The Librarian will oversee the selection and acquisition of library resources in consultation with the Academic Dean, as required.

14. **Training/professional development for Library users**
    a) All new IHM staff members who hold an academic and/or support roles are required to undertake comprehensive training on the IHM Library and its collections. This includes, but is not limited to academic staff, student administration and support officers, course coordinators and academic quality coordinators
    b) The Librarian oversees and provides one-to-one training and support to staff and students as required.

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SECTION 3

Associated Information

Related Internal Documents	Academic Honesty and Integrity Policy Academic Honesty and Integrity Procedure Access and Equity Policy Access and Equity Procedure Accessibility Policy Accessibility Procedure Assessment Policy Assessment Procedure Copyright Policy for Staff Copyright Policy for Students Copyright Procedure for Staff Copyright Procedure for Students Course Design and Development Policy Course Design and Development Procedure Learning and Teaching Policy Learning and Teaching Procedure Library Procedure Student Assessment Policy Student Assessment Procedure Student Support Service Policy Student Support Service Procedure
Related Legislation, Standards and Codes	Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 TEQSA Guidance Notes: Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 HESF 2021 Standards: 3.3 Learning Resource and Educational support
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Change History

Version Control		Version 2.1
Change Summary	Date	Short description of change, incl version number, changes, who considered, approved, etc.
	29/09/2021 Version 2	• Policy and Procedure are separate documents • Renamed as Library Policy and Procedure • Added version number • Minor editorial changes • Version 2 approved by Academic Board in September 2021
	23/03/2022 Version 2.1	• Library Training requirements are added

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