

Library Information Resource Policy

Date of Approval by Governing Board: 1st Oct '15

Date of review: Oct '19

1. Purpose

- 1.1 The Library provides information resources in support of the Institute's strategic directions in learning, teaching and research.
- 1.2 LI is committed to provision of appropriate learning resources, up-to-date and accurate information, and to provide services required by staff and students.

2 Principles

- 2.1 LI identifies the collection development and goals for the Institute Library as a whole, and provides a general framework for individual collections within it.
- 2.2 LI ensures consistent practice in the development of and access to relevant information resources.
- 2.3 LI communicates these principles and goals to all LI staff and students.
- 2.4 LI is committed to the developing an environment of scholarship of learning by ensuring the most current and relevant information to foster intellectual inquiry.

3 Roles and Responsibilities

- 3.1 Librarian is responsible to ensure that required resources are available and if not communicate the necessary resources to the Dean for approval
- 3.2 Dean and Program Directors are responsible to ensure that an updated list of resources are provided regularly to the Librarian to ensure accuracy of available resources.
- 3.3 CEO is responsible to ensure that the allocated budget is provided towards the maintenance and purchase of relevant resources for the Library.
- 3.4 CEO is responsible to provide Governing Board with any new requests that exceed the allocated budget for review and approval.

4 Scope

- 4.1 This policy is applicable to all staff, students of LI.
- 4.2 The policy should be read in conjunction with the following documents:

- *Library Information Resources Procedures*

Library Information Resources Procedure

1. Context

- 1.1 Leaders Institute (LI) recognises the library's purpose is to support teaching and learning activities through the provision of appropriate learning resources, up-to-date and accurate information, and to provide services required by staff and students.
- 1.2 LI must ensure it keeps and acquires material that best meets the Institutes' learning, teaching and research needs and does not duplicate material accessible electronically.

2 Procedures

2.1 Collection Development Process

2.1.1 The key aims of the procedure are to:

- meet the need of both staff and students
- acquire material that is both pertinent and timely. The librarian will look to see that the author presents his or her material accurately, clearly, and in a readable manner.
- maintain an extensive collection of reference books, and electronic material (journals, magazines, video) to meet the informational needs of the library users.

2.1.2 The library collections support the teaching, learning and research of staff and students, through careful selection and purchase of resources.

2.1.3 When selecting materials, the librarian considers the author's competency, the information presented, and the potential usefulness to the library's collection.

2.1.4 All students must have access to prescribed texts. For each unit that is delivered, the Library will hold the following copies of the text:

- 1-40 students 2 copies
- 41-80 students 4 copies
- 81-120 students 6 copies
- 121+ students 7 copies

2.1.5 Recommended texts are texts to which it is preferable for all students to have access. For courses being delivered, the library will have, at a minimum, one copy of each recommend text.

2.1.6 The decisions of purchasing acquisitions are made according to the teaching and learning needs of the Dean, and in consultation with the library staff, to ensure that all students readily have access directly to electronic and or physical library and information resources required to achieve their learning outcomes for their courses.

2.1.7 The Library accepts gifts of materials that fall within the scope of the collection development policy and are approved by the Librarian.

2.1.8 Because library materials and information come in a wide variety of formats, the library fulfils its mission by buying materials in both print and non-print form.

- 2.1.9 Deselection of library materials is essential to ensure an active, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Library staff is responsible for conducting ongoing evaluation and for maintaining the quality of the collection in conjunction with the Dean and Program Directors. As an overall principle, the library will retain a single, 'last copy' of all titles held. Superseded editions will generally be withdrawn unless they continue to provide valuable, relevant information.
- 2.1.10 This procedure is reviewed and revised every year in order to reflect the changing information environment and the changing needs to students and staff of the Institute. This includes the review, stocktake and weeding of all library items.
- 2.1.11 The Library will support and promote affordable and open access to information and will resist unreasonable publisher and vendor price increases.

2.2 Funding and Allocation of Resources

- 2.2.1 The information resources budget is allocated and managed by the Dean in conjunction with the CEO.
- 2.2.2 The information resources budget is used for acquiring information by purchase, demand driven acquisition, subscription, document delivery, and inter-library lending services.
- 2.2.3 A portion of the information resources budget is used to support the acquisition of material recommended by the Program Directors while the remainder is administered by the Dean.
- 2.4 The information resources budget is distributed between central funds, document delivery, subscriptions and firm orders.
- 2.5 Information resources purchased by the Library will be accessible to all LI staff and students. The Library does not purchase specialist teaching material for the exclusive use of a particular department
- 2.6 Academic staff members who purchase material suitable for the Library on research grants are expected to deposit print material in the Library on completion of their research or to make digital material available Institute wide where appropriate.