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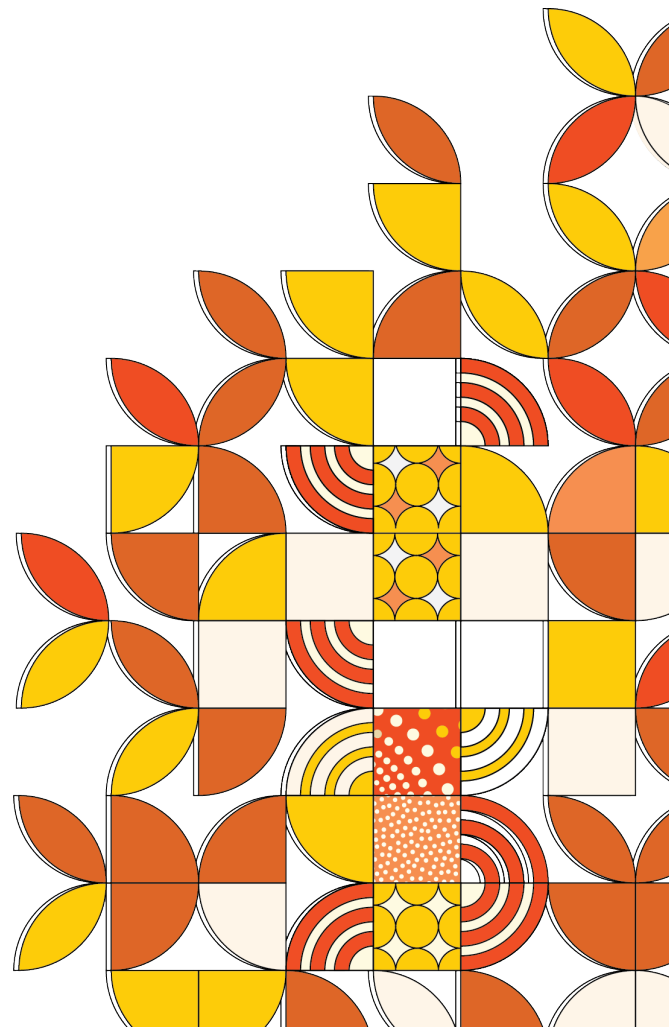
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Library Policy



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.

Suite Documents

4. 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

5. **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.
6. **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.

7. 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.

8. Accessing Principles

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

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

SECTION 3

Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • 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
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	<ul style="list-style-type: none"> • Student Assessment Procedure • Student Support Service Policy • Student Support Service Procedure
Related Legislation, Standards and Codes	<ol style="list-style-type: none"> 1. Tertiary Education and Quality Standards Agency Act 2011 2. Higher Education Standards Framework (Threshold Standards) 2021 TEQSA Guidance Notes: 3. Education Services for Overseas Students Act 2000 4. National Code of Practice for Providers of Education and Training to Overseas Students 2018 5. 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Library Training requirements are added
	21/11/2023 Version 2.2	<ul style="list-style-type: none"> • The definitions have been relocated to the IHM glossary and the template has been updated.