Library Procedure

SECTION 1

Purpose

1. The purpose of this Procedure 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 procedure 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 Procedure is linked to the following policies and procedures:

    a) Library Collection Policy

    b) See also the Associated Information listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Procedure

5. **Collection development**

    a) Library resources are identified through course curriculum content development documentation or requests from the teaching and support staff.

    b) Librarian priorities resources acquisitions in accordance with the principles set out in the Library Policy.

    c) Acquisitions: Are processed through Rialto which create a seamless, unified, end to end library workflow from the request and searches to selection, acquisition and discovery. Rialto automatically generates a purchase order for each acquisition. Purchase orders are handled by the Accounts Team in accordance with the Finance Management Policy and Relevant procedures.

    d) Print resources: Whilst acquisition of digital resources is prioritised, print still forms an important part of the collection. Where a resource is available only in print, electronic reserves and digitisation are used within the limit of copyright law and fair use to provide access to students studying online and if this cannot be accomplished for a particular resource then that resources is not prescribed in course reading lists.

    e) The library does not purchase applications software or teaching and learning content such as online supplementary content, that entail restricted licenses for access by individuals or groups.

    f) In support of learning and teaching, there is a priority for the purchase of prescribed textbooks and recommended texts on course reading lists. Note: Students are normally expected to acquire their

own copies of prescribed textbooks but often do not acquire personal copies of recommended or suggested reading.

6. **Journals and Databases**

   a) Journals and Databases in electronic format are major component of IHM library collections. The library is committed to provide access to a wide range of peer-reviewed to meet the learning, teaching and research need of the IHM. eResources are preferred to provide 24x7 access across campus and remotely.

   b) Subscriptions are evaluated in terms of the overall collection, relevance to teaching and research, annual costs, usage statistics and ease of access. Request for new subscriptions is carefully considered due to the ongoing financial commitments, preference is given to titles which are indexed in sources available through the library and provide value through high quality, peer review content. Journals and databases for which perpetual access or archive rights are retained.

7. **Resources**

   a) Library will purchase resources in print and/or electronic formats informed by format availability, intended use, user and licence conditions.

   b) The library normally purchases print materials providing the content is identical, apart from prescribed and recommended texts normally a single copy across the campus location. The normal physical collections are normally accessible on open shelves. The library does not normally acquire Ephemera, desk copies of text for staff, technical manuals, and answer key booklets.

   c) Electronic books are the electronic equivalent of a print resources or may be 'born digital' with no print equivalent. eBooks are purchased by subscription, when acquired suitable titles and packages are available at reasonable cost using acceptable licencing and access models. Library prefer eBooks that do not require a reader device or reader software requiring installation using a single user proprietary product key, allow for printing and downloading of content, provide fully search content preferably at the database and title level, are purchased rather than leased.

   d) Students research theses are mandatory requirements to submit electronic copies at the conclusion of their study courses, and before the awarding of the degree.

8. **Replacement**

   a) If a copy of an item has been lost or has been damaged beyond repair, it may be replaced. Prior to reordering, a search in the collection is undertaken for item that are reported missing.

   b) Items that are prescribed textbooks are replaced as soon as possible. Some factors may be considered to determine replacement for all other items, level of use of the item by library user, availability of another copy of the item to purchase or access via alternative methods.

   c) For out-of-print items the availability of a second-hand copy in good condition.

d) Out of print items not available for purchase, the option of copying/scanning an item and adding it to the collection. Copyright clearance may be required for some materials prior to scanning.

9. **eReserve Request Procedure**

a) eReserve Request Procedure: where an IHM student or faculty member wishes to have ten per cent or less of an item or a single chapter, placed on electronic reserve, the following procedure is followed.

b) Reserves are created by Librarians in consultation with Lecturers, where they fit with the requirements of a course.

c) The Alma Course Reserves feature is used to set reserves and generate a list.

d) Where print items are reserved, where possible and permissible under copyright, digitisation of the relevant chapter is undertaken to ensure that students have access.

e) The list is displayed in the Learning Management System. Students can also search the library catalogue for course reserves by subject.

f) An expiry date is set for each course reserve. This is usually the date when students will have finished the component of their study for which the reserve was intended.

10. **Collection Evaluation**

a) The collection will be evaluated regularly by the librarian with collaboration with academic staff to ensure that all collection is comprehensive, relevant and current.

b) The course coordinators will annually review the list of prescribed and recommended resources and ensure the learning resources lists in courses are updated.

c) All resources are catalogued to enable resources in ALMA Discovery, adherence to current collection development policies and procedures and on the relevance to patrons.

d) Resources may be removed from the collection due to poor physical condition and beyond repair, outdated, superseded by revised editions. No longer referred as part of curriculum or not accessed for more than three years. Incompatible with technology, which is currently in use, unless format shifting can be organised.

11. **Library Resources Budget**

a) The library resources will have an annual budget for all campuses across Australia. The funding allocation will be approved by the Library Advisory Committee.

b) The library resources fund is solely used for library resource development. Publication of article processing will not be the part of library budget.

c) While expanding the library resources budget priority is given to ongoing commitments such as annual subscriptions, to support course delivery and research, the acquisition of textbooks and recommended readings for all courses offered by IHM.

12. **Electronic Access**

   a) The Library maximises access to electronic resources by:

      a. Preferencing IP address validation or user-based authentication methods whenever possible.

      b. Negotiating licence and access conditions that permit all registered staff and students access to the data in a timely manner and in a location of their choice (Example: at home, or while in other than their regular campus or place of study).

      c. Ensuring the discoverability of its electronic resources via its web-scale discovery tool (Library Search) and by updating the links as required.

13. **Collection Purchase by request**

   a) Academic staff and students may contact librarian or place their requests via the Library's request a purchase form.

14. **Scope of Books Collections**

   a) In general, if a title is available in both print and electronic format, the Library will purchase the online version. The Library preferences the following types of ebooks:

      a. Web-based

      b. Those covered by a site licence

      c. Purchased rather than leased

15. **Scope of Journals Collections**

   a) The library's policy gives preference to online access to journals over print format where an electronic equivalent is available.

   b) Where possible, electronic journals are obtained under a site licence to allow access regardless of the user's location.

   c) In general, print titles are not duplicated across campuses unless justified by demand. Approval of new journals are constrained by the availability of funds.

16. **Open Access eJournals and ebooks**

   a) Open access resources provided by the library include digitised and born-digital materials to support educational and research goals of IHM.

17. **Copyright and Fair Dealing**

   a) Copyright for literary, dramatic, and musical works expires 70 years after the creator's death. Copyright for published sound recordings and films expires 70 years after the work is published. Copyright for artistic works lasts for the artist's lifetime plus 70 years.

   b) According to section 40 of the Copyright Act 1968, an article in a periodical publication is considered to be more than one article in the same issue of a periodical if the subject matter is the same. The owner

of the copyright of work has certain exclusive rights, including the ability to regulate the publishing and copying of their work and the ability to make it available online.

c) All IHM staff with teaching responsibilities are required to comply with Copyright legislation when reproducing and communicating electronic, print, audio-visual and artistic works. The Copyright Act grants educational institutions statutory licenses to enable multiple copying and communicating to students for educational purposes.

   a. Students are permitted to reproduce copyright materials without permission as long as the dealing is for research or study and the copying is fair. Fair dealing applies to students a portion of work copied by an individual for their own use, but not to materials copied for the benefit of others.

   b. The Act section 40 deems fair to mean an article in a periodical publication more than one article in the same edition of a periodical if on the same subject matter. Students can copy a reasonable portion of the text. If students are copying from a print form with 10 or more pages, students can copy 10% of the number of pages or one chapter. Students can copy 10% of the total number of words or one chapter for text in electronic form.

18. **Library Training undertaken by Students and Staff (professional development)**

   a) Students enrolled with IHM receive library training during orientation to improve their information literacy skills through attending library presentations and workshops, allowing them to access information resources independently, locate, evaluate, and use information from databases, thereby facilitating lifelong literacy learning and competency in writing assignments in enrolled units.

   b) Staff members are also trained in the use of IHM library and collections during staff induction as required.

   c) The training can be completed through face-to-face sessions with the librarian or accessing online recordings.

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 and Advocacy Service Policy
	• Student Support and Advocacy 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.
	3/09/2021 Version 2	• Policy and Procedure are separated into two 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
	25/11/2023 Version 2.2	• The definitions have been relocated to the IHM glossary and the template has been updated.