

## *Policy and Procedure: Learning and Information Resources*

<b>Accountability</b>	Academic Dean
<b>Date created</b>	October 2010
<b>Revision Date and Scope</b>	November 2010 – procedure elaborated
<b>Review Date</b>	October 2013
<b>Next Review</b>	October 2016

### **Scope**

This policy applies to all activities related to learning and information resources at LCI Melbourne.

### **Policy Statement**

This Policy provides a framework for the development and maintenance of the library collection at LCI Melbourne. LCI Melbourne recognises the importance of learning and information resources in order to support academic endeavour and enhance the quality of students' educational experience. To this end, LCI Melbourne is committed to ensuring that its learning and information resources are developed and maintained so as to be current and comprehensive in its major study areas.

The policy reflects LCI Melbourne's mission to offer high quality, innovative specialist programs in Design and the Arts in a supportive learning environment which fosters creativity and innovation, as well as marketable skills, and the encouragement of scholarship in teaching.

### **Purpose**

The purpose of this policy is to:

- inform and guide academic and library staff in the selection of resources
- guide the selection, acquisition, maintenance and provision of access to resources for students and academic staff at LCI Melbourne
- ensure that the Library resources meet the learning and teaching needs of LCI Melbourne
- ensure the optimal use of LCI Melbourne's budget for learning and information resources.

### **Overview**

Learning and information resources include:

- Library holdings including books, audio-visual material in DVD, and serials
- EBSCO Art and Architecture Source subscription
- WGSN Fashion subscription

The principal site of LCI Melbourne's learning and information resources is LCI Melbourne Library. The Library currently operates as a reference collection only for students, and with limited borrowing rights for academic staff. This policy document will be revised at such time as the library begins operating as a lending library.

Responsibility for overseeing LCI Melbourne's learning and information resources rests with LCI Melbourne Librarian, who makes decisions on acquisitions and development of resources in consultation with the subject Coordinators, Academic Dean, and Director.

### **Acquisition**

LCI Melbourne Librarian is tasked with gathering information on current and new publications and other learning and information resources and liaising with academic staff, and, where necessary, specialist staff such as the Academic Dean– concerning the acquisition of new resources.

Academic staff may request the acquisition of new resources via the Librarian. Where possible, details of the proposed acquisition should include:

- title
- author(s)
- publisher and date of publication
- cost
- benefit to LCI Melbourne (applicability to the Principles outlined above)

Priority will be given to the acquisition of resources prescribed as part of a unit of study. Final decisions regarding expenditure will be the responsibility of the Director in collaboration with the Academic Dean, and Finance Manager.

### **Cataloguing of resources**

Cataloguing and classification of resources are undertaken by LCI Melbourne Librarian. LCI Melbourne uses Athenaeum Library Management Software to catalogue its holdings of publications and similar learning resources. Administrative access to this catalogue is restricted to the Librarian. Student and staff can access the catalogue installed on two computers in the library.

### **Lending of resources to staff**

LCI Melbourne staff are able to borrow resources from the library. The loan shall be recorded in the staff lending book and shall generally be for no longer than one week. Staff wishing to borrow materials for longer than one week must consult the Librarian. All items must be returned by the end of the academic year. Summer loans may be negotiated when necessary.

### **Gifts & Donations**

LCI Melbourne accepts gifts and donations for learning and information resources, provided there are no restrictions attached. Decisions regarding gifts and donations shall adhere to the following principles :-

- Acceptance of donations is not automatic.
- Items must fit within LCI Melbourne's collection
- Costs of cataloguing, and display and storage are additional considerations in determining acceptance of donations.
- Magazines and journals that lack currency (more than five years old) will not be accepted unless deemed of special significance by authorised staff.

- Donated items become part of the Library's collection after they have been accepted by an authorised staff member, and are then accessioned. Authorised staff members include:
  - Academic Dean
  - Campus Director
  - Program Coordinators
  - Librarian
- When an item is accepted and added to LCI Melbourne's library collection, LCI Melbourne reserves the right to catalogue, display, store, conserve and provide access to the item at its discretion.
- For items that are not accepted for inclusion in the Library collection, the donor can collect any unwanted items at the time of donation, otherwise LCI Melbourne reserves the right to dispose of the items.
- Acceptance of conditional donations, where the conditions are imposed by the donor, is at the discretion of the Director.

### **Evaluation and weeding**

In order to maintain the currency and usefulness of the collection, the Librarian may remove learning and information resources that are no longer relevant, have been damaged or have been superseded by newer and more valid items. This process will be undertaken in consultation with academic staff.

### **Budget**

The acquisitions budget for learning and information resources is determined as part of the approved capital expenditure for the Library from LCI Melbourne's annual budget.

The Director and Academic Dean, with guidance from the Librarian, are responsible for allocating the budget total for acquisitions.

The Librarian is responsible for the management of the acquisitions budget and alerting the Director and Academic Dean to potential problems.

## **1. Budget process**

The acquisition, development and maintenance of learning and information resources are guided by the following criteria:

- relevance to major study areas and units delivered within the Bachelor of Design Arts, and any other course delivered by LCI Melbourne e.g. Textbooks and recommended readings for all the units taught at LCI Melbourne
- significance of the resource within its subject area, and in relation to other comparable resources
- likelihood of its benefit to a significant number and/or broad range of LCI Melbourne students and staff
- potential longevity and continued relevance and applicability of the resource
- fairness in the allocation of expenditure across all major study areas

- cost of the resource and availability of funds.

## 2. Purchase request procedures

Requests for acquisitions of learning and information resources are to be placed with the relevant subject Coordinator for consideration, and if approved, submitted to the Librarian. Refer to organization chart for a list of current authorized personnel by discipline area.

Resource purchase requests are to be submitted to the Librarian in a prioritised list by the following dates for the subsequent teaching periods:

- End of the first week of December for resources required for semester one the following year
- End of the first week of June for resources required for semester two of current year

Details of the proposed acquisition, where possible, should include:

- title
- author(s)
- publisher
- date of publication
- cost
- benefit to LCI Melbourne (applicability to the Principles outlined in the Collection Development Policy)

Priority will be given to the acquisition of resources prescribed as part of a unit of study. Final decisions regarding expenditure will be the responsibility of the Director in collaboration with the Academic Dean, and Finance Manager.

The Librarian will source a supplier and confirm unit and shipping costs, and send a purchase request to the Director and Academic Dean. If approved, the Librarian will place the order, and notify relevant staff when the item arrives.