LEARNING AND INFORMATION RESOURCES POLICY

Policy Name	Learning and Information Resources
Policy Number	A008
Approval Authority	Dean and Principal Academic Board
Responsible Officer	Dean and Principal
Operational Responsibility	Librarian
Purpose	This policy provides a framework for the development and maintenance of the library collection at LCI Melbourne. The policy will inform and guide LCI Melbourne academic and library staff in the selection, acquisition, maintenance and provision of access to quality, timely and relevant resources to meet the learning and teaching needs of staff and students, and make optimal use of the library budget for learning and information resources.
Scope	This policy applies to the LCI Melbourne Library and to collections owned and managed by LCI Melbourne.
Policy Statement	**1. Collection subject areas:** - Art - Art history - Art theory - Communication - Creative direction - Cultural studies - Fashion & Costume design - Filmmaking - Graphic & Digital design - Interior design - Marketing - Photography - Visual culture **2. Budget** The annual learning and information resources budget for LCI Melbourne Library is divided into the following categories: print resources, digital resources, audio visual resources, copyright

licenses, software, IT, and stationery.

Software and copyright licenses comprise approximately 50% of expenditure. Expenditure is evenly split between print and digital resources.

3. Acquisition

Acquisition of resources is based on the unit delivered and the majors offered at LCI Melbourne. Priority is given to the acquisition of resources prescribed as part of a unit of study.

LCI Melbourne staff and students may make recommendations to the Librarian for the acquisition of library resources.

LCI Melbourne follows the obligations and responsibilities in ALIA's *Statement on free access to information* (ALIA 2001) to provide and promote unrestricted access to ideas and a variety of information sources.

4. Gifts and Donations

Gifts and Donations must comply with current acquisition criteria and collection priorities. Resources are accepted on the understanding that LCI Melbourne reserves the right to catalogue, display, store, conserve and dispose the item at its discretion.

5. Replacement

A resource may be replaced if it has been lost or damaged beyond repair. Replacements will be prioritised according to circulation records, availability of replacement copy, and availability of alternative formats.

6. Special Collections

6.1 Prescribed and Recommended Readings

LCI Melbourne Library prioritises the purchase of recommended readings provided by unit coordinators. These readings are reviewed every two years and updated in accordance with any curriculum changes.

6.2 High Demand Collections

The Librarian will work with course coordinators to ensure access to high demand course resources for students. Additional copies of resources will be acquired, and alternative formats considered. Copying of material for

	distribution must comply with the educational copying provisions of the Copyright Act.
	6.3 Serials Collection
	LCI Melbourne Library subscribes to a limited range of print serials to supplement the electronic journal database subscription and meet the learning and teaching needs of LCI Melbourne.
	7. Collection Evaluation
	The LCI Melbourne Library collection is evaluated on an ongoing basis by the Librarian, Academics, Dean and Principal.
	Circulation and usage statistics from the library management system and database providers inform the evaluation of the collection. The relevance of database subscriptions renewals of databases.
	8. Preservation
	The Librarian assesses any damage to resources in the collection to determine whether repair is possible. Repairs will be made by the Librarian. If a resource is considered too damaged to repair, the item will be assessed for relevance and replaced if considered relevant to the collection.
	Long term missing resources from the collection are assessed during stocktake, and replacements ordered at the discretion of the Librarian and Coordinators.
	9. Evaluating and weeding
	Evaluation and weeding are ongoing processes performed by the Librarian in the maintenance of the collection for resources that are relevant, have not been superseded or damaged.
	Weeding will be undertaken by the Librarian in association with Coordinators and the Dean and Principal.
	Any removed resource will be assessed for alternative uses within LCI Melbourne. If a resource is deemed of no use to LCI Melbourne, it will be recycled or disposed of.
Relevant Legislation	Australian Qualifications Framework (AQF) 2003

	Higher Education Standards Framework (Threshold Standards) 2015 Higher Education Support Act 2003
Key Related Documents	Library Terms and Conditions of Use Organisation Chart
Date Approved	27 October 2020
Date of Commencement	
Date for Review	Q3 2022
Documents superseded by this Procedure	Learning and Information Resources Policy
Amendment History	
Signed and dated for LCI Melbourne	Approved by Board of Directors Q3 2020 27 October 2020

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Board of Directors, Academic Board