



Electronic Resources Policy and Procedure

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1 PURPOSE

- 1.1 This policy and procedure sets out the commitment of Polytechnic Institute Australia ('PIA') to support learning and teaching by ensuring a consistent and appropriate approach to the acquisition and management of electronic resources made available to students and staff.

2 SCOPE

- 2.1 This policy and procedure applies to all students, to all academic staff, and to all staff at PIA with responsibility for acquiring and managing electronic resources and software in student laboratories.

3 POLICY STATEMENT

- 3.1 This policy and procedure recognises the role of electronic resources in engaging students in their learning journey by promoting and facilitating the highest standards of academic integrity and scholarship. To this end, PIA will ensure that the electronic resources available support and advance teaching, learning, research, and information literacy skills.

Principles of Acquisition

- 3.2 Resources will be acquired to ensure that the electronic resources collection:
- is current, authoritative, balanced, and relevant;
 - aligns with the varying needs of different student cohorts as well as staff;
 - takes into account student numbers;
 - is consistent with course and unit requirements and prioritises required materials such as textbooks, and required software; and
 - is responsive to both internal and external change.

4 PROCEDURES

Resource Centre Services

- 4.1 Services provided by PIA include, but are not limited to:

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- information sessions on online resources, the electronic resources database, and search tools; and
- information sessions on academic integrity, prevention of plagiarism and what constitutes intellectual property.

Resource Selection

- 4.2 Individuals (students or staff) may suggest the acquisition of new resources via the Dean.
- 4.3 The Academic Learning Support Officer will make regular recommendations for acquisition directly to the Dean.
- 4.4 Decisions for selecting and purchasing resources are made by the Dean in consultation with the Academic Learning Support Officer and relevant academic staff.

Copyright and Subscriptions

- 4.5 PIA is committed to complying with all relevant copyright legislation as well as publisher licensing agreements.
- 4.6 PIA will place subscriptions to online journals and databases that add demonstrable value to the collection. Trials of new online databases will be referred to relevant staff for feedback.

Maintenance, Review and Deselection

- 4.7 The Academic Learning Support Officer will review the usage of resources in the collection, particularly online journals, on an annual basis and will report the outcomes to the Dean who will report to the LTC..

5 RESPONSIBILITIES

- 5.1 The Academic Learning Support Officer is responsible for:
- ensuring the processes involved in deselection are undertaken in a timely and efficient way;
 - providing adequate training and information to library users; and
 - making recommendations for acquisition directly to the Dean.
- 5.2 The Dean is responsible for:
- taking decisions on selecting and purchasing resources, and
 - ensuring that new, revised or otherwise updated versions of required resources are available to students as soon as possible.

6 DEFINITIONS

Prescribed Course Material: any material such as recommended readings, textbooks, or software prescribed on a unit outline and deemed essential for student learning and competency in that unit.

7 RELATED LEGISLATION AND DOCUMENTS

Documents

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Information Technology Usage Policy and Procedure
Quality Assurance Framework

Higher Education Standards Framework

- 7.1 This policy and procedure complies with the Higher Education Standards Framework (Threshold Standards) 2021, Standard 3.3, which states:
1. The learning resources, such as library collections and services, creative works, notes, laboratory facilities, studio sessions, simulations and software, that are specified or recommended for a course of study, relate directly to the learning outcomes, are up to date and, where supplied as part of a course of study, are accessible when needed by students.
 2. Where learning resources are part of an electronic learning management system, all users have timely access to the system and training is available in use of the system.
 3. Access to learning resources does not present unexpected barriers, costs or technology requirements for students, including for students with special needs and those who study off campus.
 4. Students have access to learning support services that are consistent with the requirements of their course of study, their mode of study and the learning needs of student cohorts, including arrangements for supporting and maintaining contact.

8 FEEDBACK

- 8.1 PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au.

9 APPROVAL AND REVIEW DETAILS

This policy was previously known as the Library Resources Policy and Procedure.

Approval and Review	Details
Approval Authority	Academic Board
Administrator	Dean
Approval Date	13 April 2022