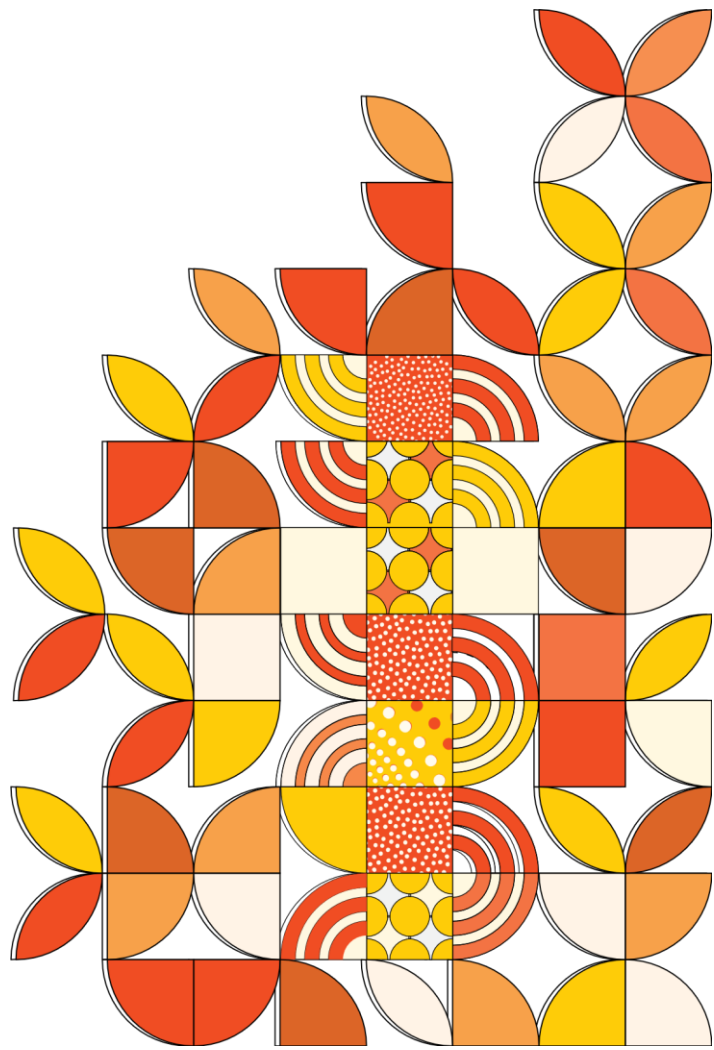


Library Policy



SECTION 1

Purpose

1. The purpose of this Policy is to establish a comprehensive framework for the development, curation, and maintenance of the IHM library's physical and electronic collections. It is designed to support teaching, learning, and research initiatives, thereby enhancing the overall academic experience and providing exceptional value to students and users.

Scope

2. This policy should be read alongside the information provided on the [IHM Library Website](#).
3. This policy applies to all Institute information resources utilised by staff and students for both accredited and non-accredited education or research activities.

Definitions

4. For definitions of terms used in this Policy, refer to IHM's [Glossary of Terms](#).

Suite Documents

5. This Procedure is linked to the following suite documents:
 - 5.1 Library Procedure
 - 5.2 Other documents as listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Policy Principles

Collection Principles

6. Collection development is based on teaching and research priorities determined through academic consultation. Primary consideration is given to strengthening existing collections to meet the current academic curriculum needs.
7. Resources will be acquired in the format that best suits the needs of the students, learning and teaching practices, and the institution.
8. Primary preference is given to e-Resources, and access will be provided through the integrated library platform (Exlibris and Promo Discovery: ALMA).
9. The physical collection will be managed in accordance with the space and resources available at each campus for the maintaining the collection and student learning needs, including liaison services between campuses.

Consultation Principles

10. Formal consultations regarding significant developments of the collection and new major acquisitions will occur through the Library Advisory Group, established under Clause 30, in addition to consultation with the relevant Course Coordinators and the concerned teaching staff.

11. The Librarian will oversee the non-major selection and acquisition of library resources in consultation with the Academic Dean, as required.
12. The library will seek to maximise the return on investment in the collection by promoting the collection and providing information and support through training and online guides.

Procurement Principles

13. All library users may suggest resources for acquisition, and suggestions will be reviewed by the Librarian in line with the principles of this policy.
14. Resources will be procured through the most appropriate means for the type of access, including the use of approval plans, physical and digital acquisition and interlibrary loan with other institutions.
15. The library will continue to participate in resource sharing arrangements that give the community access to resources held in the other research libraries.
16. Gifts and donations will be reviewed and accepted only if consistent with the collection scope and IHM policies.
17. The Librarian will deal directly with publishers if there are no advantages to be gained by using third parties for supply resources.

Accessing Principles

18. Access to the collection will be managed through an integrated library (ALMA Primo Discovery) system, which provides access to all library resources.
19. Requests for digitization of print resources will be managed through the eReserve system available in the online library and managed by the library.
20. Requests for loan of print resources across campus' will be managed by local library representatives in line with availability, format and shipping between campuses.

Processing Principles

21. Resources will be acquired to meet academic needs in a timely manner. Requests for resources and materials that are agreed upon and approved by the library and appropriate committees will be ordered within five working days of the agreement.
22. Any resources that academic needs urgently will be placed within two working days.

Review Principles

23. Complaints about the inclusion or exclusion of resources will be accepted only in writing and should be addressed to the Librarian, who will review and resolve the matter accordingly.
24. Advice on such complaints and reviews may be sought from the Academic Dean.

Currency or Relevance Principles

25. The librarian will review resources and remove them from the collection when resources are no longer current or have turned out to be relevant to teaching and research.
26. The course coordinators will annually review the list of prescribed and recommended resources and ensure the library collection is current, providing written recommendations and requests where required for new or alternative resources in line with the curriculum.
27. Where resources have been superseded by a new edition or by other works and an edition is no longer required, the library will inform the academic department and manage the removal of all affected resources from all collections.
28. Where online formats become available to supersede print copies, the IHM library administration will review cost, need, and student access regarding which format to retain or adopt.
29. Where a resource is available online with permanent access, print copies will be only retained if there is a special requirement.

Governance and Oversight

30. There shall be a Library Advisory Group to provide suggestions and recommendations on Library uses, collection of resources and implementation of policy.
31. The Library Advisory Group comprises the Director of Studies, Course Coordinators, Finance Manager, e-learning Manager, and the Librarian.
32. The Library Advisory Group will meet as and when necessary and upon the request of the Librarian, who will act as the Secretary of the Library Advisory Group.
33. The Library Advisory Group will report quarterly to the Learning and Teaching Committee.

Training/Professional Development for Library Users

34. 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 educators.
35. 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"> • Library Procedure • Library Advisory Group • Learning and Teaching Committee • Academic Honesty and Integrity Policy • Academic Honesty and Integrity Procedure • Access and Equity Policy
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	<ul style="list-style-type: none"> • Access and Equity Procedure • Accessibility Policy • Accessibility Procedure • Assessment Policy • Assessment Procedure • Copyright Policy • Copyright Procedure • Course Design and Development Policy • Course Design and Development Procedure • Learning and Teaching Policy • Learning and Teaching Procedure • Student Assessment and Examination Policy • Student Assessment and Examination Procedure • Student Support Services Policy • Student Support Services Procedure • Student Support Framework
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Tertiary Education and Quality Standards Agency Act 2011 • Higher Education Standards Framework (Threshold Standards) 2021, Domain 3 (Teaching), Standards 3.3 (Learning Resources and Educational Support) • Education Services for Overseas Students Act 2000 (ESOS Act) • National Code of Practice for Providers of Education and Training to Overseas Students 2018 • Copyright Act 1968 (Cth)
Date Approved	28/02/2025
Date of Effect	01/03/2025
Date of Review	27/02/2028
Approval Authority	Academic Board (Recommended by Learning and Teaching Committee)
Responsible Committee for Implementation	Learning and Teaching Committee
Responsibility for Implementation	Librarian
Document Custodian	Librarian
IHM Doc ID	IHM-LP1-3.0

Change History

Version Control		
Change Summary	Date	Short description of the change, including version number, changes, who considered, approved, etc.
Version 2.0	03/09/2021	Policy and Procedure are separated into two documents. Renamed as Library Policy and Procedure. Added version number. Minor editorial changes. Version 2.0 was approved by the 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.
Version 3.0	08/01/2025	Updated in new template and logo, and full review after the life cycle.