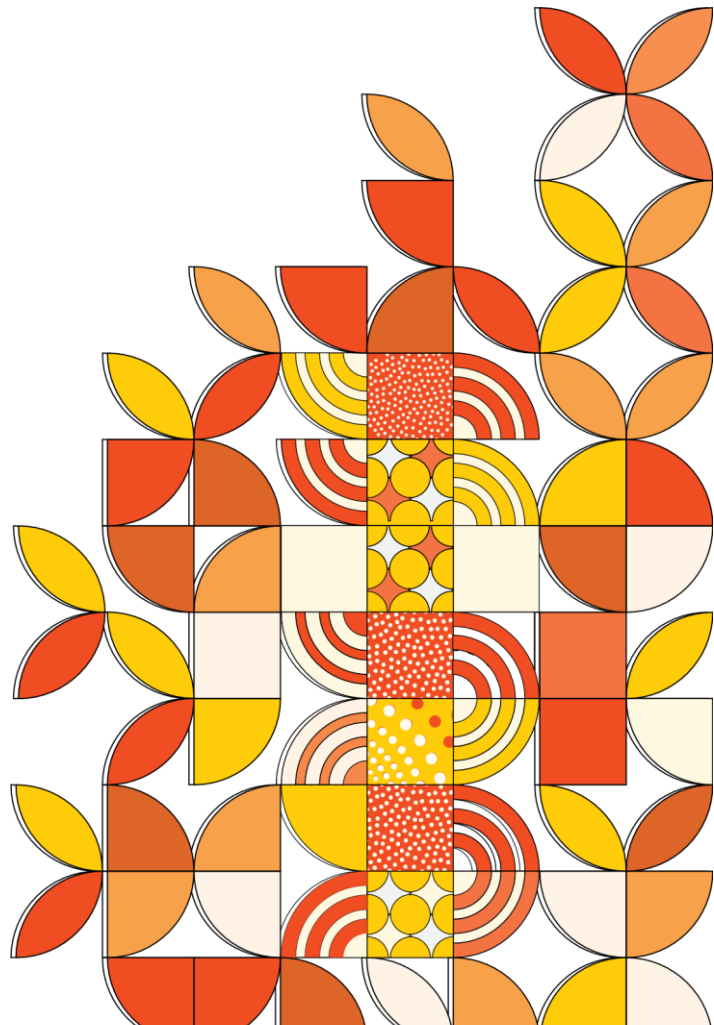


Library Procedure



SECTION 1

Purpose

1. The purpose of this Procedure is to support the implementation of the IHM Library Policy and 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 overall academic experience and providing exceptional value to students and users.

Scope

2. This policy applies to all IHM library and e-resources utilised by staff and students for both accredited and non-accredited education or research activities.

Definitions

3. For definitions of terms used in this Procedure, refer to IHM [Glossary of Terms](#).

Suite Documents

4. This Procedure is linked to the following suite documents:
 - 4.1 Library Policy
 - 4.2 Other documents as listed in the 'Related Internal Documents' in Section 3 below.

SECTION 2

Procedure

Collection development and procurement

5. Library resources are identified through the course curriculum content development documentation or requests from the teaching and support staff.
6. Resource acquisitions will be prioritised in accordance with the principles set out in the Library Policy.
7. Acquisitions are processed through *Rialto*, which creates a seamless, unified, end-to-end Library workflow from the request and searches to selection, acquisition and discovery.
8. *Rialto* automatically generates a purchase order for each acquisition.
9. 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.
10. Where a resource cannot be acquired or appropriately managed within the limits of copyright law and fair use for academic needs, the academic teams will be advised to consider an alternative resource.
11. The Library does not purchase applications software or teaching and learning content such as online supplementary content, that entails restricted licences for access or use by individuals or groups.

12. While procuring resources, prescribed textbooks and recommended texts on course reading lists will have a priority.
13. Procurement and Purchases of Library resources are handled by the Finance Team in accordance with the Procurement Policy, Procurement Procedure and other relevant procedures.

Journals and Databases

14. Journals and Databases in electronic format are a major component of IHM Library collections. The Library is committed to providing access to a wide range of peer-reviewed resources to meet the learning, teaching and research needs of the IHM. E-Resources are prioritised to ensure 24/7 access both on campus and remotely.
15. Subscriptions are evaluated in terms of the overall collection, relevance to teaching and research, annual costs, usage statistics and ease of access. New subscription requests are carefully reviewed with consideration of ongoing financial needs and management.
16. 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.

Resources

17. The purchase of resources in the Library will purchase resources in print and/or electronic formats informed by format availability, intended use, user and licence conditions.
18. Print format resources should be identical in content to any prescribed and recommended resources. Print resources will be located and managed from a single location per campus, referred to as the physical collections or Library. Each campus librarian will manage their physical collections. Any campus without a local librarian will have the local campus manager assisted by a nominated student admin officer managing the collection in coordination with the IHM Librarian from the North Melbourne campus (Refer to Appendix 1 for details).
19. Electronic books (eBooks) 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.
20. 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, and support search functionality at database and title level will be purchased rather than leased.
21. *Alma* is the Library management system used at IHM. Course specific resource lists can be created as directed by Course Coordinators and made available to students in the online Library via the 'Course Reserves' filter functionality.
22. An expiry date is set for each course reserve list. This date will usually be the expected date of completion of the related course of study and is the estimated date when students will have finished the component of their study for which the reserve was intended.

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

Replacement

24. If a copy of a print source item has been lost or has been damaged beyond repair, it may be replaced. Prior to reordering, a search in the physical collections and nearby campus grounds is undertaken for items that are reported missing.

25. Items that are prescribed textbooks are replaced as soon as possible. Some factors may be considered to determine the 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.

26. For out-of-print items, the availability of a second-hand copy in good condition may be considered.

Digitisation Request (eReserve) Procedure

27. The eReserve is the process by which the digitisation of print resources can be requested for short term loan access via the 'eReserve' system.

28. An eReserve request can be made via the online Library resource listing under 'Digitisation' request option.

29. Digital access to resources that have limited licensing can be managed through the digitisation request system for submitting, managing and overseeing loans of digital resources.

30. Where print items are requested for digital access, digitisation of the requested content will be managed within the limits of copyright and fair use law.

31. Where an IHM student or faculty member wishes to have ten per cent or less of a print resource, placed on electronic eReserve, the following procedure is followed:

31.1 Digitalised resource reserves, eReserves, are created by Librarians in consultation with Lecturers, where they fit with the requirements of a course. Where resources are listed as required course materials, these should have already been digitized and accessible via the Course Reserves feature.

31.2 Course specific resource lists can be created as directed by Course Coordinators and made available to students in the online Library via the 'Course Reserves' filter functionality.

Borrowing Print Books Procedure

32. Print books and resources listed in the Library can be borrowed by IHM staff or students from any campus.

33. Book borrowing requests can be initiated verbally with the Librarian, via the campus Library representative, via the 'Borrowing Books' tab in the IHM online library or by accessing the borrowing request form directly by scanning the QR codes available on each campus with a smart device.

34. The Librarian receives and manages all book borrowing requests, liaising with campus representatives to post, track, issue, and receive books from campus to students.

35. The campus manager and a nominated student admin officer can act in cooperation with the Librarian for book borrowing requests and loans.

Collection Evaluation

36. The collection will be evaluated regularly by the librarian in collaboration with academic staff to ensure that the collection is comprehensive, relevant and current.
37. The course coordinators will annually review the list of prescribed and recommended resources and ensure the learning resources lists in courses are updated.
38. All resources are catalogued to enable resources in ALMA Discovery, adherence to current collection development policies and procedures and on the relevance to patrons.
39. Resources may be removed from the collection due to poor physical condition and beyond repair, outdated, superseded by revised editions. Items that are no longer listed in any curriculum or not accessed for more than three years will be nominated for cessation and discussed with the relevant course coordinator.

Electronic Access

40. The Library maximises access to electronic resources by:
- 40.1 Preferencing IP address validation or user-based authentication methods whenever possible.
 - 40.2 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).
 - 40.3 Ensuring the discoverability of its electronic resources via its web-scale discovery tool (Library Search) and by updating the links as required.

Collection Purchase by Request

41. Academic staff and students may contact the Librarian or place their requests via the Library's **Request a Purchase Form**.
42. A request to purchase resources will be approved by the relevant Course Coordinator and the Academic Dean within the approved budget.

Scope of Books Collections

43. In general, if a title is available in both print and electronic format, the Library will purchase the online version. The Library preferences will give acquisition and access priority to the following types of ebooks:
- 43.1 Web-based
 - 43.2 Those covered by a site licence
 - 43.3 Purchased rather than leased

Scope of Journals Collections

44. The Library's policy gives preference to online access to journals over print format where an electronic equivalent is available.
45. Where possible, electronic journals are obtained under a site licence to allow access regardless of the user's location.
46. In general, print titles are not duplicated across campuses unless justified by demand. Approval of new journals are constrained by the availability of funds.

Open Access eJournals and ebooks

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

Copyright and Fair Dealing

48. 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.
49. According to section 40 of the *Copyright Act 1968* (Cth), 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.
50. All IHM staff with teaching responsibilities are required to comply with Copyright legislation when reproducing and communicating electronic, print, audio-visual and artistic works.
51. The *Copyright Act 1968* (Cth) grants educational institutions statutory licences to enable multiple copying and communicating to students for educational purposes.
52. 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.
53. 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.

Library Training undertaken by Students and Staff (Professional Development)

54. 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 academic assignments in enrolled units.

- 55. Staff members are also trained in the use of the IHM Library and collections during staff induction as required.
- 56. Training can be completed through face-to-face sessions with the librarian or online recordings whereby sessions may be recorded and the recordings made available thereafter.

Library Resources Budget

- 57. The Library will have an annual budget for all campuses across Australia, approved by the IHM authorities in consultation with the Library Advisory Group.
- 58. The annual budget will be placed in the Learning and Teaching committee at the beginning of each financial year.
- 59. The Library fund is solely used for library resource development.
- 60. While allocating the budget, priority will be given to ongoing commitments such as annual subscriptions, course delivery and research, and acquisition of textbooks and recommended readings for all courses offered by IHM.

SECTION 3

Associated Information

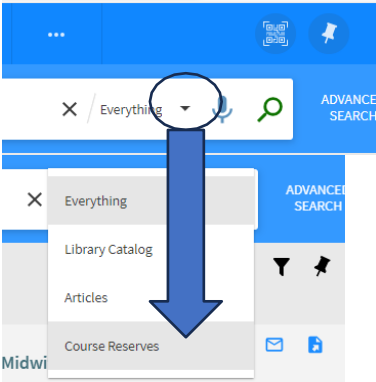
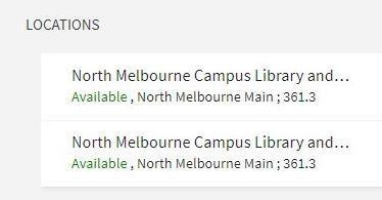
Related Internal Documents	<ul style="list-style-type: none"> • Library Policy • Library Advisory Group • Learning and Teaching Committee • Academic Honesty and Integrity Policy • Academic Honesty and Integrity Procedure • Access and Equity Policy • Access and Equity Procedure • Accessibility Policy • Accessibility Procedure • Assessment Policy • Assessment Procedure • Copyright Policy • 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
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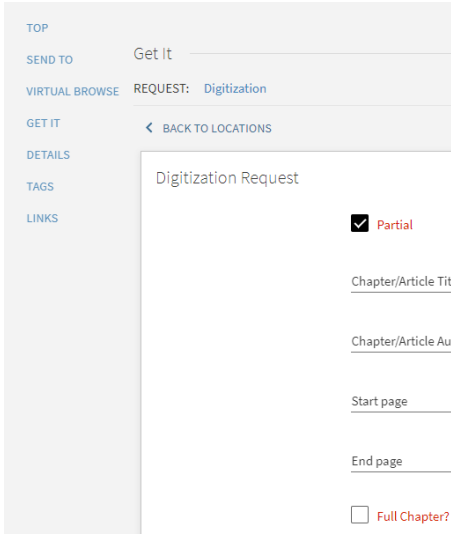
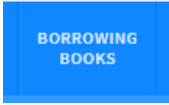
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • Tertiary Education and Quality Standards Agency Act 2011 • Higher Education Standards Framework (Threshold Standards) 2021, Domain 3 (Teaching), Standards 3.3 (Learning Resources and Educational Support) • Education Services 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-LP2-3.0

Change History

Version Control		
Change Summary	Date	Short description of the change, including version number, changes, who considered, approved etc.
Version 2	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 approved by Academic Board in September 2021
	23/03/2022 Version 2.1	Library Training requirements are added
	25/1/2023 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.

Appendix 1: ABC

	Library Special request service:			
	Course Reserve	Digitisation	Off Campus Print Book Borrowing	Custom Inquiry
What is the service?	All programs delivered at IHM have reading lists for students to use during their studies. All required readings provided during the program delivery should be included in the course reserve to assure the course reserve aligns with the teaching content.	Any print materials available in the IHM library that do not have an electronic counterpart resource available, can be requested for short term digital access within the limits of copyright and fair use law.	Any staff or student can loan a book from the library regardless of the campus it may be normally kept in. To do so, a loan request can be organized campus-campus for access to be provided from the local campus library.	Any query regarding a specific resource or about a resource listed within the library catalogue can be sent to the Library.
When to use?	Students are to use the lists available to support their studies as an easy to use list to streamline their library resource access needs. 	Where a short or section of a print resource may be requested and digital access preferred, students and staff may consider a digitization loan request.	When a print resource has been identified that resides in another location according to the library resource listing, a request can be initiated for the resource to be sent to the local campus library for short term loan. 	Questions such as edition queries for books, access queries for certain papers or other resources that are relevant to the program of study can be asked for advice or further information. It is recommended to also consider discussing with the relevant academic faculty regarding relevance to subjects or topics being studied.
Who can create/add request?	Staff provide the resource list to be made available to students, to the library who then manage the Course Reserve contents.	Students and staff may submit a digitization request where the form is available in the library resource listing.	Students and staff can submit a request via the library website platform.	Students and staff
How is a request submitted?	Students can search within the course reserve they are assigned to using the 'Course Reserve' search filter:	Digitization Request form	IHM Book Issue Form, using the resource details including barcode that is provided in the library listing:	Direct email to the Library sent directly from mailbox, or from the library website platform

	<p>led by na State University®</p>		<p>Item in place Material Type: Book 14 Days Loan Location: North Melbourne Campus Library North Melbourne Main 361.3 Barcode: IHM10689</p>	
<p>Where is a request submitted?</p>	<p>If an item is not available via the Course Reserve list provided, staff/students may proceed by:</p> <ol style="list-style-type: none"> Manual searching for the item of interest Contact the Library as a Custom Inquiry by email 	<p>Where a 'Digitization' tab is available in the library listing, the request form can be accessed:</p> 	<p>'Borrowing Books' tab on Library home page:</p> 	<p>Library home page, click on 'Ask a librarian!':</p> 