

LEARNING AND INFORMATION RESOURCES PROCEDURE



Procedure Name	Learning and Information Resources
Procedure Number	
Approval Authority	Dean and Principal Academic Board
Responsible Officer	Dean and Principal
Operational Responsibility	Librarian
Purpose	This procedure 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 procedure applies to the LCI Melbourne Library and to collections owned and managed by LCI Melbourne.
Procedure	<p>1. Acquisition</p> <p>The acquisition process is undertaken by the Librarian in consultation with Coordinators and the Dean and Principal.</p> <p>Academic staff and student recommendations are forwarded to the Dean and Principal for approval. If they are approved, details are sent to finance, and purchases are made by the Librarian through approved suppliers.</p> <p>2. Evaluation</p> <p>Comprehensive evaluation of the collection is done every two years by the Librarian to assess the collection for relevance and condition, and to consider long-term missing items for replacement.</p> <p>Any curriculum changes will initiate an evaluation of relevant subject resources, and acquisitions requested where gaps in the collection are identified.</p>

Relevant Legislation	HEIMS? 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 Collection Development Policy
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Documents superseded by this Procedure	Learning and Information Resources Policy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