



Library and Educational Resources Plan

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A. Overview

- i. The Lead Institute of Higher Education ('the Institute' or 'LIHE') Library and Educational Resources Plan ('the Plan') enhances the learning, teaching and scholarly activities of the Institute through provision of a high quality, relevant, contemporary, and diverse collection of educational resources with equitable access for all students and staff. LIHE will ensure that resources are available in physical as well as digital form and can be accessed online by all students and staff, regardless of location.
- ii. Definitions
For definitions, please refer to the 'Dictionary of Terms'.

B. Scope

This Plan applies to all staff or students involved in the selection and management of library resources at LIHE.

C. Plan Principles

This Plan is underpinned by the following principles:

- i. LIHE Library resources complement and advance the teaching, learning and scholarly activities at the Institute, in accordance with the library collection practice of higher education providers;
- ii. The resources meet the needs of both staff and students and are current and academically appropriate;
- iii. LIHE Library provides equitable access to extensive and high quality electronic and print information resources to support learning, teaching and scholarly activities;
- iv. LIHE's acquisition and collection processes are of the highest possible standard;
- v. LIHE's resources are reviewed regularly to meet the changing and diverse teaching, learning and research needs of staff and students.

D. Library and Educational Resources

- i. LIHE Library will consist of prescribed, recommended, extended and general educational resources.
- ii. LIHE will provide access to the digital version of textbooks alongside the physical version, wherever possible. All digital resources will be accessible to students and staff via the online library catalogue.
- iii. LIHE is committed to ensuring students have access to readily accessible and up-to-date learning resources. Specifically, all students in Early Childhood courses will have access to a variety of tactile materials and teaching and learning resources. These could include curriculum guides, visual aids, educational activities, and materials such as picture stories, blocks, and dolls as well as all relevant resources that are required to support the students' practical learning for this course. LIHE acquired a simulation room which serves as a dedicated space for students to engage in hands-on learning, allowing them to apply theoretical knowledge in a controlled and supportive environment. This will contribute to the overall skill development and preparedness of students.
- iv. LIHE will maintain subscriptions to online journal databases, which are reviewed annually and expanded when any new courses or units are approved for delivery.

- v. Learning resources will be designed to accommodate students with specific access needs.
- vi. Staff and students will be familiarised with Library and information resources at LIHE through induction and orientation sessions, respectively.
- vii. The e-Library can be accessed by staff and students 24 hours, 7 days a week through personal computers at any location on the campus or remotely. Security will be maintained by access controls such as unique login and passwords and firewall protective systems.
- viii. Access to the Library and information resources shall be free of charge.
- ix. All staff and students with valid LIHE identification will be permitted to use and borrow items.
- x. Access to support resources:
 - a. LIHE ensures that students have easy access to support resources;
 - b. LIHE ensures that students can easily access information about counselling services, safety hotlines, and campus security contacts;
 - c. LIHE encourages students to reach out if they have any concerns or require assistance, knowing that help is readily available;
- xi. LIHE is committed to providing the students with a learning environment that promotes academic interactions through both formal and informal teaching;
- xii. LIHE is committed to providing students with facilities for educational purpose and activities; both on-campus and through the online learning management system;
- xiii. LIHE will expand campus resources including student break out areas, in accordance with the projected plan to accommodate the increase in number of future students.
- xiv. LIHE is committed to achieving excellence in Early Childhood Education, through continuous development and regular updating of accessible learning resources.
- xv. LIHE will continuously refine and expand its list of resources, which includes tactile materials and teaching aids, to enhance the educational journey for students.
- xvi. Additionally, the planned campus environment is designed to maximise practical learning opportunities for courses, ensuring that students will have access to state-of-the-art educational tools and materials.

E. Access to Technical Requirements and Software

Students on campus will have access to the following hardware and software systems:

Computers	Students on campus will have access to computers fitted in the computer lab and the Library.
Printer/Scanner	LIHE will provide a secure and sustainable print, scan and photocopy service for all students.
Headphones and Microphones	Students are required to have access to their personal headphones and microphones.
Internet Connection	LIHE campus will be equipped with high-speed, reliable broadband internet connection accessible to students.
Web Browser	Computers will be updated with latest Firefox, Safari, Chrome and Microsoft Edge browsers.
Microsoft Office	Students will have access to the full Microsoft Office 365 suite on computers fitted on campus which includes applications such as Word, Excel and PowerPoint to create documents, spreadsheets and presentations.
Adobe Reader	Adobe Reader will be downloaded and installed on all computers

	for viewing PDF files such as unit reading materials, journal articles and eBooks
Virus Protection	Computers will be installed with virus protection software to ensure computers and data are not vulnerable to viruses and spyware.
Student Email	Students will be provided with a student email account. All direct email contact from LIHE will be via the student email account and through the LIHE LMS.
Access to additional specialised software such as MYSQL, MS ACCESS, Intruder, SmartDraw or RoomSketcher, Atera, BandCrowd, SolarWinds, Microsoft Visio, Microsoft Excel or Power Query or Microsoft Power BI, and NCH Software Express Menu Restaurant & Cafe Menu Maker will be provided to students studying particular units that require specialised software.	

F. Library Operations

- i. LIHE Library is located on-campus at Level I, 37-39 George Street, Parramatta NSW 2150.
- ii. LIHE Library consists of both hardcopy and electronic learning resources for students and staff.
- iii. Normal Library opening hours are from 8:30 to 17:00 (during teaching and examination period).
- iv. Online resources are available 24 hours, 7 days/week.
- v. Books and other loanable items must be returned no later than the due date, or earlier if they are recalled by the Librarian. Fines will be charged on books and other loanable items kept overdue.
- vi. Users with outstanding fines or overdue items may not be allowed to borrow further books or other loanable items or use LIHE Library facilities until the fines are paid and books/items are returned or renewed. The Librarian can remit or reduce fines if deemed appropriate.
- vii. Books/items that are already on loan may be reserved by another borrower. When returned, reserved books will be available for collection for a limited period only.

G. E-learning

- i. Learning technologies will be made available to students and staff via the Learning Management System (LMS) and will be appropriately supported to ensure that staff and students are provided with the necessary resources to achieve learning and teaching goals.
- ii. Resources will be provided for the provision of training and support to staff and students using applications on the LMS to ensure capabilities in their use.
- iii. Staff and students will require appropriate authorisation and authentication to access learning technologies on the LMS. This will be subject to the applicable licensing agreements and hosting arrangements.
- iv. Students and staff are required to behave in a courteous and respectful manner online, according to *Student Code of Conduct* and *Staff Code of Conduct* respectively and in compliance with applicable laws such as Privacy Act 1988, Copyright Act 1968, and Cyberbullying law in Australia.
- v. Penalties, fines and restriction or cancellation of access to Library services will apply in case of student misconduct or misuse of Library services.

- vi. In the event of unscheduled outages due to unforeseen circumstances, LIHE will ensure students are not disadvantaged and implement intervention strategies, such as extensions or opportunities for resubmission. The appropriate remedial action will be determined on a case-by-case basis and approved by the Dean or nominee.
- vii. Resources will be provided for further development and maintenance of the LMS to ensure a reliable and robust platform for learning and teaching activities.
- viii. New learning technologies will be added to the LMS based as appropriate.

H. Copyright

All users of LIHE Library resources are personally responsible for ensuring that they observe the requirements of the Copyright Act 1968. Failure to abide by the Copyright Act will be regarded as a serious breach of the Institute's discipline in addition to any liability incurred under the law. All users of electronic information resources must abide by the terms of the appropriate licenses.

I. Online and On-Campus Safety and Security

LIHE aims at ensuring a safe and secure environment for all students, whether they are on-campus or engaging in online educational activities. LIHE promotes and fosters a safe environment, with a focus on student support and online safety by implementing a range of measures including but not limited to:

- i. Student support and safety posters:
 - a. LIHE displays informative posters including safety posters from Australian government websites throughout the campus that serve as visual reminders of commitment to safety;
 - b. These posters provide essential information and contact details for students to seek assistance or report safety concerns;
 - c. The visual presence of these posters reinforces LIHE's dedication to creating a safe and supportive campus environment.
- ii. Online safety guidelines:
 - a. LIHE offers clear and concise guidelines to educate students on how to stay safe while using online educational resources;
 - b. These guidelines cover topics such as protecting personal information, recognising online threats, and practicing responsible online behaviour;
 - c. By providing this information, LIHE empower students to confidently navigate the digital realm while safeguarding their online privacy and security.
- iii. Online safety workshops and training:
 - a. LIHE conducts workshops and training sessions on online safety, aimed at equipping students with practical skills;
 - b. These sessions cover topics like recognising suspicious emails, securing personal devices, and practicing safe online communication.
 - c. By offering these opportunities, LIHE empowers students to proactively protect themselves in the digital space.
- iv. Continuous feedback and improvement:
 - a. LIHE actively seek feedback from students regarding their safety and security concerns;
 - b. This feedback informs policies and practices, allowing to continuously enhance the safety

measures;

- c. LIHE remains dedicated to maintaining an environment where students can learn, collaborate, and thrive without compromising their safety;

J. Review and Maintenance

- i. The Librarian is responsible for the annual review of Library holdings to determine what new materials are to be purchased for, and in, the following academic year.
- ii. The review of Library and educational resource holdings considers recommendations from surveys or direct request from teaching staff to the Dean or nominee and approved by the Teaching and Learning Committee in line with the budget approved by the Governing Council.
- iii. The Executive Management Committee in consultation with IT Manager oversees the process of removing redundant, irrelevant or run-down materials, and acquiring new, up to-date, high quality additions/replacements.
- iv. Course Directors will regularly report and provide advice to the Teaching and Learning Committee regarding necessary and desirable new acquisitions of Library and educational resources for supporting LIHE courses.
- v. Accessibility arrangements will be reviewed alongside student and staff feedback and updated to ensure that all students and staff have full access to learning resources.

Version	Approved by	Approval Date
3	Governing Council	20 February 2024
Next Review	Custodian	Effective Date
Refer to the <i>Policy Documents Review Schedule</i>	Dean	20 February 2024
Related Documents	Dictionary of Terms Academic Integrity Policy Intellectual Property Policy Records Management Policy Student Orientation Policy Student Code of Conduct Staff Code of Conduct	
References and Legislations	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021	