



**AUSTRALIS  
BUSINESS  
SCHOOL**

# **Library Policy**

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## 1 PURPOSE

This policy outlines the guiding principles for the acquisition, collection, development and maintenance of the library and learning resources to support the learning and teaching activities of the Australian School of Business Pty Ltd, trading as Australis Business School (Australis). This policy aims to ensure that Australis acquires and maintains library and learning resources that best meet the school's learning, teaching and research needs.

## 2 SCOPE

The policy applies to all students of Australis and all staff of Australis, including academic and non-academic staff, involved in the acquisition, collection, development and maintenance of the library and learning resources.

## 3 DEFINITIONS

See the Australis *Glossary of Terms* for definitions.

## 4 POLICY STATEMENT

Australis is committed to developing and maintaining the library and learning resources to support the curriculum and aims to have good coverage of most aspects of the academic program.

This policy complies with the Higher Education Standards Framework (Threshold Standards) 2015 Section 3.3, which states that:

- i. Learning resources are appropriate to the level of the course of study, up to date, consistent with expected learning outcomes and modes of participation, and accessible when needed.
- ii. All users will have access to the system when learning resources are part of an electronic learning management system. Training will be available in the use of the system.
- iii. Access to learning resources does not present unexpected barriers or costs of technology requirements for students, including students with special needs and those who study off campus.
- iv. Students have access to learning support services consistent with the requirements of their course of study, their mode of study and their learning needs, including arrangements for supporting and maintaining contact with students off campus.

## 4.1. Policy Principles

Australis acquires, collects, develops and maintains a well-balanced and relevant collection of library and learning resources in print and digital formats.

Print and digital forms of library and learning resources are maintained by responding to needs and changes in learning, teaching, research and scholarly activities.

The library is a quiet study place for the students to study and for academic staff to support their professional development, research and scholarly activities. All students and staff have access to the library and learning resources.

Students and staff have access to Wi-Fi and on-campus computers. Australis governs all use of electronic resources.

Students and staff are expected to comply with the instructions and guidelines provided by the Librarian and to conduct themselves reasonably so that their behaviour does not negatively affect others' learning and teaching activities in the library.

The Librarian is accountable to support staff and students in their learning and research endeavours across all of Australis' undergraduate and postgraduate courses. The librarian will be available for one-on-one student consultation to support their learning and research endeavours.

The Librarian will lead the implementation and continuous improvement of the Library Plan, including the physical library and contemporary digital resources. The Librarian will provide support to students, in terms of their learning needs, through individual student consultation by appointment and leading small-group workshops to make the most of Australis' library and digital resources (including how to conduct information, fact finding to support their learning and research needs, guidance for responsible and ethical use of Artificial Intelligence in alignment with the *Australis Guidelines for Responsible and Ethical Use of AI*).

The Librarian will also collect data and feedback from students and peers and report to the HDR Director regularly on how to improve the library and learning resources provided to students.

The Librarian will also support staff in their research and scholarly activity.

The Librarian will ensure that the library collection and services will be accessible when needed by students and any further resources for new courses will be acquired at least two months before students start in a new course.

## 4.2. Collection of Library and Learning Resources

Australis ensures that library and learning resources represent a quality, customer-focused service that proactively supports advanced learning, teaching, research and information literacy skills.

Australis acquires and collects current, relevant, authoritative and balanced library and learning resources which align with the varying needs of students and staff.

The collection and acquisition of library and learning resources are consistent with the course and unit requirements, prioritising required materials such as textbooks and journals.

The decisions on acquisitions are made according to the learning and teaching needs of the students and staff to ensure that they have ready access to the electronic or physical library and information resources necessary to achieve the learning outcomes for their courses.

When selecting materials, preference is given to the author's competence, the information presented and the potential usefulness to the library's collection.

Australis generally prefers to purchase or subscribe to electronic versions of library and learning resources to maximise accessibility and facilitate flexible delivery. Digital resources are available through the Learning Management System (Canvas).

The library collection will support Australis' current courses of study and continuous improvement. The collection will include resources specific to supporting Australis' current courses and also (but not be limited to) resources on:

- Contemporary teaching, learning and research (such as digital learning, student engagement)
- Research focused resources (such as access to research databases and journals relevant to HDR research projects, research design and methodologies, research ethics)
- Course design and continuous improvement (such as quality assurance, identification and management of risk)

The library will also hold Australis' research outputs, including but not limited to academic staff output and HDR student thesis and other research outputs.

### **4.3. Maintenance of Library and Learning Resources**

Library and learning resources are maintained on an ongoing basis to ensure all items in the collection are in fair condition. Damaged items are either repaired or replaced where possible and appropriate.

Deselection of library materials and learning resources is essential to ensure an active and academically helpful collection. Deselection ensures quality control for the collection by eliminating outdated, inaccurate and worn-out materials. Inaccurate, obsolete, inaccessible and superseded materials or items that do not meet acquisition principles are regularly deselected.

The usage of resources in the collection, especially online journals, is regularly reviewed. The Librarian is responsible for ongoing evaluations and maintaining the collection's quality, in consultation with senior academic staff such as the Dean and HDR Director. Superseded editions are generally withdrawn unless they continue to provide valuable, relevant information.

Australis complies with all relevant copyright legislation as well as publisher licensing agreements. The quality and integrity of library and learning resources are maintained and safeguarded.

Any material no longer usable in its current format is removed and replaced. Library and learning materials are also withdrawn if they are not likely to be of use in the future direction of learning and teaching.

If a user or borrower misplaces or misuses an item on loan, they must pay the fees for its replacement. They must also pay any fines relating to the lost item from the day it was due to the day the library was informed of its loss.

An administration fee is also applied for replacing an item, whether replaced by the borrower or ordered through the library. A student is not authorised to graduate until all outstanding Library items are returned and, in the case of lost items, a replacement is paid for.

## **5 OTHER RELEVANT POLICIES**

This policy should be read in conjunction with the *Resource Access and Usage Policy* and the *Critical Incident Management and Business Continuity Policy and Procedure*.

## 6 RELATED DOCUMENTS, EXTERNAL REFERENCES AND VERSION CONTROL

### 6.1 Related/Referenced Documents

- Code of conduct
- Critical Incident Management and Business Continuity Policy
- Equity and Diversity Policy
- Facilities, Resources and Infrastructure Plan
- Guidelines for Responsible and Ethical Use of AI
- Learning and teaching plan
- Library and Resourcing Plan
- Resource Access and Usage policy
- TEQSA GenAI strategies emerging practice toolkit

### 6.2 Related Legislation and External References

- Higher Education Standards Framework 2021
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2021
- TEQSA (28 Feb 2023a). Artificial intelligence: advice for students. Tertiary Education and Quality Standards Agency. <https://www.teqsa.gov.au/students/artificial-intelligence-advice-students>
- Gen AI strategies for Australian higher education: Emerging practice. <https://www.teqsa.gov.au/guides-resources/resources/corporate-publications/gen-ai-strategies-australian-higher-education-emerging-practice>

### 6.3 Version Control

Version	Date	Reviewed/approved by	Key notes/changes
1.2	31/07/25	AB	Reviewed and approved at the AB 31/07/25 meeting.

### 6.4 Document Review

To be reviewed at least every five (5) years from the date of final approval.