

Library Services and Learning Resource Policy and Procedure

Approving body	Governing Board
Date approved	27 Feb 2025
Date of effect	Commencement of operation
Next scheduled review	Two years from policy commencement
Policy owner	Chief Executive Officer (CEO)
Policy contact	Chief Executive Officer (CEO)
Related Documents	<u>Quality Assurance Framework</u> Facilities and Resources Plan Learning and Teaching Plan
Higher Education Standards Framework (HESF) 2021 (Cth)	Standard 2.1 Standard 3.3 ESOS and CRICOS National Standards etc Also include important Student Support Guides from TEQSA in 2023 and 2024

Purpose

1. This policy and procedure guides Zenith Innovation Institute's (**Zenith / the Institute**) processes to manage the accessibility, development and review of learning resources for staff and students to meet the Institute's teaching, learning and scholarly research needs.
2. Learning resources support the Institute's teaching and learning functions and objectives. The Institute will strive to provide relevant, high-quality, contemporary, well-balanced and accessible educational resources.
3. Zenith has implemented a Learning Management System (**LMS**) and Library Management System which is available to all staff and students.

Scope

4. This policy is applicable to all learning resources that support learning and scholarly research at the Institute, including online reference materials, textbooks and library resources.
5. This Policy applies to:
 - (a) all Institute students;
 - (b) all Institute staff;

- (c) members of the Institute's governing bodies.

Policy

Principles

6. Students will have access to learning resources, academic skills support service and support services consistent with the requirements of their learning needs, delivery modes used at Zenith and course of study; as far as reasonable, Zenith will ensure students are not faced with unexpected barriers including costs or technology requirements.
7. The policy ensures diversity and inclusivity, providing reasonable support for students with disabilities, such as those requiring hearing or visual aids.
8. Zenith supports and advocates compliance with copyright legislation and vendor/publisher licensing agreements. If possible, learning resources shall be available in digital formats and freely accessible to staff and students under relevant copyright legislation. Potential risks regarding non-compliance with copyright laws and technical failures of the LMS and library services systems will be identified and managed through the risk register and the *Intellectual Property Policy and Procedure*.
9. Zenith's course learning resources:
 - (a) must be aligned with Zenith's graduate attributes, learning outcomes and must be directly relevant and up-to-date;
 - (b) must be appropriate for the AQF level of the course;
 - (c) are accessible to all students irrespective of their mode of study; and
 - (d) aligned to and support the learning needs of students.

Procedure

10. Where courses are delivered through multiple delivery modes or locations, the reading lists and available teaching and learning resources must be the same.
11. Appropriate training / resources for using the LMS and Library Management System will be provided
12. The LMS is a high-quality platform for staff and students that:
 - (a) supports learning and teaching including providing necessary software that fosters academic integrity;
 - (b) facilitates educational innovation;
 - (c) promotes effective interaction between students and between students and staff;
 - (d) provides timely access to resources, assessment tasks and examined work;
 - (e) ensures feedback may be provided easily and clearly;
 - (f) provides a single repository of resources necessary to complete a unit of study at the Institute and demonstrate compliance with the Higher Education Standards Framework; and
 - (g) provides an environment for interaction between staff and students, and students and students.
13. All Institute students have equitable access to the LMS both during and after normal business hours.

14. Access to shared electronic learning resources will be provided online through Zenith's Library Management System. The access is governed by licensing agreements and restricted to all current students and business entity staff. The Library Management System provides online databases, eBooks and technology for scholarly research. All students and staff have access to this service.
15. Prescribed education resources are purchased and maintained by the Librarian.
16. Prior to the commencement of the teaching period, the Librarian will receive the up-to-date unit outlines and confirm which units are being taught and which textbooks have been prescribed. The Librarian will then establish through online book sellers if there are any new editions of the prescribed texts and will confirm with the Course Coordinators whether they intend to teach from the new editions in the coming teaching period.
17. The Librarian will compile the changes of the prescribed textbooks in a spreadsheet and confirm with each campus on the number of the copies they need or ensure that eBooks are accessible as relevant.
18. The Academic Dean will sign off on the proposed update and the Chief Executive Officer will countersign the purchase and the Librarian will then raise a purchase order and order the required materials.
19. The Librarian will catalogue textbooks and materials upon receipt.
20. Copies of the prescribed textbooks shall be made available, either electronically or in print in the library. However, students are advised to purchase personal copies of prescribed textbooks and/or other prescribed course materials.
21. In addition to the prescribed textbooks, the unit outlines will list recommended resources which provide the student with an additional background or current information that supports or enhances the unit learning outcomes that is approved by Academic Dean. The recommended resources can be used provided they are available for all students, either in the library or within the Library Management System.

Responsibilities

22. It is the responsibility of the Academic Dean and the Chief Executive Officer to ensure compliance with this policy.
23. The prescribed resources are checked each teaching period by the Librarian in accordance with the up-to-date timetables and unit outlines to ensure that Zenith provides staff and students with the required and current edition of the resources.
24. The Teaching and Learning Committee is responsible for ensuring learning resources are current and relevant through the course and unit design and review process through the *Course Development and Approval Policy and Procedure* and *Academic Benchmarking Policy and Procedure*. The Committee will implement a mechanism for collecting feedback from students and staff on the sufficiency and quality of the materials and resources provided through the LMS and Library Management System, ensuring continuous improvement.
25. The Academic Dean is responsible for ensuring that all units and learning support provided on the LMS meet standard requirements, including:
 - (a) the unit outline is approved;
 - (b) details in the LMS are consistent with the approved unit outline, including assessment items and due dates;
 - (c) relevant contact information for students is provided and up-to-date including academic consultation times for students outside of classes;

- (d) information on what resources will be used and how to access them, including required readings with active links where appropriate;
- (e) clearly described assessment items with due dates and marking criteria;
- (f) sufficient learning content, including such items as PowerPoint slides and/or lecture recordings;
- (g) the LMS supports and caters for submission of assessments online as relevant,
- (h) the LMS has relevant software to detect and report on academic integrity for assessments submission online,
- (i) all resources and assessment portals are available for enrolled student use by the relevant deadline, and
- (j) access to a comprehensive and current list of all available student support resources, policies and workshops to support their learning progress and anaemic integrity at Zenith including students well-being and mental health.

26. The Academic Dean is responsible for ensuring that new or updated resources are available and accessible to students as soon as possible, electronically via LMS or Library Management System and/or in print in the libraries.

27. The design of the LMS is overseen by the Academic Board, and the Governing Board will resource learning resources to ensure a consistent minimum standard of usage across the Institute and incorporate contemporary developments and resources for currency in teaching and learning technology.

Definitions

28. For the purposes of this Policy and Procedure, the following terms are defined as follows:

Term	Definition
Learning Management System (LMS)	A web-based technology designed for the administration, automation, documentation, tracking, reporting and delivery of educational assignments and resources.
Learning Resources	Materials with instructional or functional content that supports teaching and learning processes, including but not limited to: textbooks, electronic resources, learning support tools, and recordings.

Version history

Version	Changes	Approval Body	Approval Date
1.0	New Policy	Governing Board	
1.1	<p>Approving Body changed from AB to GB</p> <p>3 – Added Library Management System (Liberty Lite)</p> <p>6 – added “academic skills support service”</p> <p>Created new 7 – “The policy ensures diversity and inclusivity, providing necessary support for students with disabilities, such as those requiring hearing or visual aids.”</p> <p>8 – added “Potential risks regarding non-compliance with copyright laws and technical failures of the LMS and library services systems will be identified and managed through the risk register”</p> <p>Added point 12 - Appropriate training / resource for using the LMS and Library Management System will be provided</p> <p>ProQuest changed to Liberty Lite.</p> <p>17 – added “The Committee will implement a mechanism for collecting feedback from students and staff on the sufficiency and quality of the materials and resources provided through the LMS and library services system, ensuring continuous improvement”</p>	Governing Board	
1.2	<p>Created Schedule 1 that outlines that lists the names of the software being used.</p> <p>Updated 15 to read students / staff</p> <p>Updated 27 to delete development from the statement... design and development of the LMS</p> <p>Responsibilities updated to reflect additional roles from principles.</p>	Governing Board	19 Sep 2024
1.3	<p>Under Related Documents deleted “Academic”</p> <p>Added Point 25 g) h) i)</p>	GB	27 Feb 2025

Schedule 1

Learning Management System

Name	Moodle
Description	Moodle LMS which has a proven track record of being able to deliver a sustainable and reliable platform for students. The LMS will be hosted on Pukunui Servers located in Western Australia.
Arrangement	Service Agreement
Supplier	Subscription for provision of software and hosting of data
IT Support	Registered users may contact Pukunui for any service requests.
Support	Support and training services to staff include: <ul style="list-style-type: none"> • Face-to-Face training (both standard and customised); • Online webinars; • extensive user-guide library; • Service Desk with a ticket tracking system
Back-up	Daily
Security	Secure hosting
Responsible Officer	IT and Systems Manager with input from Student Services Manager.
Review	Annually or earlier as required.

Zenith Library/Learning Resources Management System

Name	Liberty
Description	The Institute's Library/Learning Resources Management System manages all transactions relating to acquisitions, cataloguing, and borrowing.
Arrangement	Web-based library management system.
Supplier	Softlink
Support	Support and training services to staff include: <ul style="list-style-type: none"> • Face-to-Face training (both standard and customised); • Online webinars; and • Service Desk with a ticket tracking system.
Back-up	Real-time back-up.
Security	Secure certified T4 hosting, role-based access, password policy.
Responsible Officer	Learning Resources Coordinator and Student Learning Support Officer.
Review	Annually or earlier as required.