Library Services Procedure

Policy Category	Student Support		
Document Owner	Head of Compliance & Quality Assurance		
Responsible Officer	Student Support Team Leader		
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Related Documents	*Academic Integrity* *Academic Progression Policy* *Academic Progression Procedure* *Assessment Policy* *Enrolment Policy* *Examinations Procedure* *Graduation and Certification Policy* *Learning Resources Policy* *National Code Compliance* Program Development Policy Program Development Procedure *Student Support Framework* *Students at Risk Policy* *Students at Risk Procedure*		
Version	Authorised by	Approved	Effective Date
1.0	Head of Operations, Compliance & Quality Assurance		

1. Context

This procedure supports the Australian College of Business Intelligence's (the 'College') commitment to providing the required resources and support to facilitate academic progression and program completion. This procedure should be read in conjunction with the *Academic Progression Policy and Procedure* and the *Learning Resources Policy*, which further address support for students.

2. Definitions

Academic progression: the level of academic achievement of a student towards completion of their program.

Circulation: Also referred to as loaning or borrowing. Circulation is the function of lending materials to patrons.

Hold: When a library item is on loan, another patron may request that a "hold" be placed on it so that, when it is returned by the initial borrower, they are next in line to borrow it.

Loan transaction: In the context of a library, a loan is the borrowing a resource by a patron. The loan must be registered in a library management system by an authorised user to act as a record. The act of recording it in the system is a loan transaction.

Patron and/or User: The users or clients of a library service.

Renewal limit: Where availability permits, patrons may renew or extend their loan. However, in the interest of

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providing an equitable service for all patrons, limits exist on how many times a loan can be renewed or the time of the loan extended. This is referred to as a renewal limit.

3. Scope

This Policy applies to all enrolled domestic and overseas students at the Institute and the staff involved in the administration, assessment and support of those students.

4. Policy Principles

The key principles informing this Policy are:

- provision of tools to support student academic progress;
- equal access to learning and research resources;
- provision of timely advice on use of available resources; and
- provision of support to facilitate academic progression.
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5. Policy details

5.1 Overview

The Library Service policy outlines the principles, strategies and guidelines for the use of library collections and resources.

AIBI is committed to ensuring the provision of a policy to support the role the library has to play in providing high quality library and information services.

With this policy, AIBI intends to address and uphold the Tertiary Education Quality and Standards Agency (TEQSA) Higher Education Standards Framework Domain 3: Teaching and the standards for educational resources. The standards ensure the educational resources are:

- Of a sufficient quality

- Relevant, authoritative, and academically rigorous

- Provided in a timely manner

- Accessible (ASQA, 2015)

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5.2 General Conditions

The Librarian has the delegated authority to:
- lend or refuse to lend any item at any time
- alter the loan period of any item at any time

The above may be required if:
- a student breaches the Student Code of Conduct
- a student is in arrears with their fees payment
- an item is in high demand

No item is to be removed from the library unless the required loan transaction has been completed.

All the information required to use the library resources will be stored in AIBI's student management system and no information will be disclosed to third parties unless request by legal or other regulatory authorities.

5.3 Patrons and/or Users

Patrons and/or digital users must be current students or staff members of AIBI. In exceptional circumstances as defined in the terms and conditions of enrolment, an **authorized** representative may borrow and/or use on a patron's and/or user's behalf, upon receipt of written authorisation, and subject to the discretion of the librarian.

Student enrolment will be verified against
- records in ACBI's student management system
- records in ACBI's learning platform
- a valid ACBI student ID

Access to all digital and/or remote resources will be removed
- upon graduation
- if a student breaches the Student Code of Conduct
- if a student is in arrears with their fees payment

Patrons will be personally responsible for borrowed library materials. Patrons are expected to return all borrowed library materials (and, in the instance of audio-visual materials, all included parts):
- within the loan period,
- or after their renewal limit has expired,
- or upon completion of their study,
- or upon termination of employment.

5.4 Circulation Rules

5.4.1 Physical Items
Includes books, journals, equipment, and hard copies of audio-visual material.

Patron Type	Item limit	Loan period	Renewal limit	Holds allowed

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Student	5	10 working days	2	5
Staff member	10	15 working days	5	10

5.4.2 Digital Items

Includes ebooks, ejournals, emagazines, and online audiovisual materials

Item	User limit	Loan period
Proquest	1-3 simultaneous users	Until graduation
Vital Source	1-3 simultaneous users	Until graduation
Linkedin Learning	Unlimited	Unlimited

5.5 Notices and reminders

Reminders will be sent via email when

- a borrow item is due
- a reserve has been filled
- an item has been issued
- item has been returned

5.6 Lost and damaged items

If a borrowed item is not returned, destroyed or damaged, students may have

- to incur the cost to replace the item
- their borrowing rights suspended

6. References

Standards for Registered Training Organisations 2015

National Code of Practice for Providers of Education and Training to Overseas Students 2018

6. Acknowledgements

In developing this Policy, the Institute acknowledges:

- ASQA's Glossary of Terms
- Academy of Information Technology Library Policy
- Western Sydney University, Library Policy
- Macquarie University: Library Policy

7. Document History

Version	Date	Author	Reason	Sections
1.0	01/10/2022	Chaido Kiourkou	Procedure Creation	All

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