Learning Resources and Library Policy and Procedure

Supporting plans, policies and procedures	• Code of Conduct • Critical Incidents Business Continuity Policy and Procedure • Equity, Diversity and Aboriginal and Torres Strait Islander Peoples Framework and Policy • Facilities, ICT Infrastructure and Resources Policy • Freedom of Speech and Academic Freedom Policy and Procedure • ICT and Infrastructure Plan • Learning and Teaching Plan • Library and Resources Plan • Records, Data and Information Management and Security Policy • Resource Access and Usage Policy • Risk Management Policy • Student Misconduct Policy and Procedure • Workforce Plan
Related Legislation and documents	• Higher Education Standards Framework 2021 (Threshold Standards), in particular Standard 3.3 (Learning Resources and Educational Support) • *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act) • TEQSA Guidance Note: Learning Resources and Educational Support, Version 1, 11 June 2025 (https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-learning-resources-and-educational-support). • Staff Handbook • Student Handbook
Version	3.2
Approved by	Academic Board
Date approved	10 June 2026
Document review	This document is to be reviewed at least every 3 years from the date of final approval.

Version	Review Date and Person/Body	Notes
0.1	Draft reviewed and endorsed at Learning and Teaching Committees (LTC) in May and June 2020.	Undertaken as part of the process leading to initial registration of MIHE.
1.0	Presented to 2 July 2020 Academic Board meeting.	AB requested the following changes: Replace the term ‘outdated’ with ‘superseded’ and remove the term ‘objectionable’ on page 3.

2.0	Approved by the Academic Board on 2 July 2020.	Final version with AB changes incorporated.
2.1	Approved by the Academic Board on 20 October 2020.	Minor updates included based on external and internal review.
3.0	Reviewed and approved by the Academic Board via email circulation on 23 July 2021.	Updates made following the response to the TEQSA Request for Information 23 July 2021.
3.1	Reviewed and approved by the Academic Board 06 December 2023	Update the LMS name, timing and added condition for entry.
3.2	Reviewed by the Academic Board on 10 June 2026 and approved.	Minor revisions to update and improve readability.

Background and Scope

This policy outlines MIHE's approach to ensuring library and e-learning resources are appropriate for the provision of higher education courses and services. This policy ensures MIHE provides equitable access to library services, physical facilities, and digital learning resources required to support student progression and course learning outcomes.

This policy applies to all students and staff involved in the selection and management of Learning and Library resources.

Policy

This policy ensures that up-to-date and appropriate library and e-learning resources are available to staff and students in accordance with the projected staffing profile and course enrolments. MIHE will provide a learning environment that supports academic interactions among students outside of formal teaching. In addition, a physical library space is provided enabling students to study and collaborate.

Policy Principles

1. The learning resources and library must be designed to serve the changing teaching and research needs of the broadest number of staff and students, making resources available in relevant formats, both electronic and physical.
2. Acquisition of learning resources must be aligned with the needs of MIHE students and staff and be determined following consultation with staff, students and other stakeholders.
3. The collection and development of library and learning resources will respect the principles of freedom of speech and academic freedom.

4. Students enrolled in a course, including students with disability and students in all modes of study, must have equitable access to and availability of learning resources.
5. MIHE learning resources should be maintained in good condition and displayed in an easily accessible and appropriate manner.

Procedure

1. Access and availability: Regardless of study mode or presence on campus, students can access subscription databases (e.g. ProQuest One Business and ProQuest Computer Science) through the LMS platform using either a web browser or the corresponding mobile application. Where print resources are used, a minimum ratio of one copy per 30 students will be maintained. Digital and multi-user licensed resources will be prioritised to ensure scalable access.

2. Resource acquisition: Library resource requirements must be identified, approved, and documented as part of course and unit development and review processes, and verified prior to delivery. The Library Manager collaborates with academic staff to evaluate and acquire resources that map directly to unit reading lists. This process is overseen by the Course Advisory Committee(s) and the Learning and Teaching Committee both of which report to the Academic Board. The Board of Directors hold responsibility to ensure that resources required to deliver courses of study at MIHE will be available when needed.

3. Student Support and Training: MIHE will provide information literacy training, referencing support, and study skills workshops to enhance student academic integrity and research capabilities.

4. Evaluation of learning and library resources: As part of the process of continuous improvement, the adequacy and effectiveness of library resources will be monitored through student feedback on resource availability, usage data including the LMS, unit and course review processes, and academic staff feedback on resource sufficiency.

5. Staffing: Learning resources and library staffing will be sufficient to support student and staff needs, including access to assistance with research, referencing, and information literacy. These staff will be supported by management and academic staff as required.

6. Maintenance of the Library collection: This will be appropriately shelved, stored and displayed in accordance with the MIHE workplace health and safety requirements to ensure they do not pose hazards to students or staff. Ongoing maintenance will be undertaken to ensure items are accessible and in good condition.

7. Donations: Donations are accepted with consideration of available library space and educational content requirements.

Record keeping: Data on the adequacy, quality and usage of e-learning and library will be collected and reported to Academic Board annually in accordance with the process of continuous improvement referred to above.