

Policy Name	Learning and Information Resources Policy
Policy Number	A008
Approval Authority	Academic Board
Responsible Officer	Director of Studies
Operational Responsibility	Director of Studies
Purpose	LCI Melbourne (LCIM) ensures that learning and information resources are developed, maintained, and made accessible in accordance with the Higher Education Standards Framework (Threshold Standards) 2021, specifically HESF Standard 6.1: Staffing and Resources . This policy outlines the principles governing the selection, acquisition, management, and accessibility of learning and information resources to support the teaching, learning, and research needs of staff and students.
Scope	This policy applies to all learning and information resources owned and managed by LCI Melbourne, including the LCI Melbourne Library. It applies to all staff and students enrolled in accredited higher education courses at LCIM, including overseas students and domestic HELP and non-HELP loan students.
Policy Statement	<p>LCIM maintains a collection of learning and information resources relevant to its accredited fields of study and courses of delivery.</p> <p>The annual library budget covers print, digital, audiovisual, serial, software, and infrastructure resources. Resources are acquired based on unit and discipline needs, with priority given to prescribed course readings.</p> <p>Gifts and donations are accepted at LCIM's discretion where they align with collection priorities. Resources may be replaced where lost, damaged, or no longer available. Special collections including prescribed readings, high-demand materials, and serials—are maintained and reviewed in line with curriculum requirements.</p> <p>The collection is regularly evaluated for relevance, currency, and condition, and resources are preserved or replaced as required. De-accession is conducted annually to remove outdated or damaged items. For online delivery, learning resources are made available to students through the LCI iCampus platform (powered by D2L's Brightspace LMS) via a Learning Resources page within each unit's Unit Outline.</p> <p>Operational procedures for each of these areas are outlined in the A008 Learning and Information Resources Procedure.</p>

Definitions	Collection	Refers to physical or virtual texts, art and artefacts.	
Relevant Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 Education Services for Overseas Students Act 2000 Education Services for Overseas Students Regulations 2019 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021 2021 Higher Education Support Act (2003)		
Key Related Documents	A008 Learning and Information Resources Procedure A002 Learning and Teaching Policy A002 Learning and Teaching Procedure A004 Assessment Policy A004 Assessment Procedure G016 Student Non-Academic Complaints Policy G016 Student Non-Academic Complaints Procedure A001 Academic Complaints and Appeals Policy A001 Academic Complaints and Appeals Procedure Enrolment Terms and Conditions		
Date Approved	9 October 2023		
Date of Commencement	9 October 2023		
Date for Review	M3 2026		
Documents superseded by this Procedure	Learning and Information Resources Policy 2020		
Amendment History	Updates to terminology and resources July 2022		
	Updates to ensure the inclusion of all discipline areas that are currently and may be offered in the future October 2023		
Signed and dated for LCI Melbourne	Professor Andrew Flitman	MTG 4 2023 AB minutes	9 October 2023

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy / Procedure Category	Academic
Responsible Officer	Director of Studies
Stakeholders	Board of Directors Academic Board Leadership Team Academic Staff Professional Staff Students
Review Date	MTG 2 2026
Approved by Academic Board	
Change and Version Control	

Version	Authored by	Description of Changes	Date Approved	Effective Date
1.0	Academic Dean	Learning and Information Resources Policy	October 2020	October 2020
2.0	Academic Operations Manager	Updates terminology and processes	20 July 2022	20 July 2022
3.0	Dean	Updates to ensure the inclusion of all discipline areas that are currently and may be offered in the future October 2023	9 October 2023	9 October 2023
4.0	Director of Studies	Updated to reflect the correct job titles and alignment to HESF standards	12 May 2026	12 May 2026