Learning Resources Procedure

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Approved by	Stanley College Academic Board
Authorised Officer	Registrar
Supporting documents, policies and forms of this procedure	Learning Resources Policy Learning and Teaching Plan Policy and Procedure on Scholarly Activity and Professional Development for Academic Staff Course Development and Review Policy and Procedure Student Progress Policy and Procedure Student Support Policy and Procedure
Related Legislation	Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2015 Education Services for Overseas Students Act 2000 Copyright Act 1968
Audience	Public

1. Procedure

1.1 Learning Resources are selected according to the following criteria:

    a. To facilitate the acquisition of unit learning outcomes;

    b. To support student self-learning in relation to unit learning outcomes;

    c. To support the acquisition of graduate outcomes;

    d. To support and inspire free academic enquiry;

    e. Scholarly and peer reviewed materials;

    f. To reflect contemporary thinking;

    g. A scope wide enough to represent differing scholarly perspectives; and

h. A Selection of other resources by course developers, lecturers or academic support staff that have been appraised and deemed appropriate and consistent with, or complementary to, the above objectives.

Initial Selection

1.2 Initially a unit's core resources including textbooks and required and recommended readings are determined via a consultative process involving:
   a. Course designers and developers;
   b. Course Advisory Committee members;
   c. Key Lecturers who are also stakeholders in the unit design;
   d. Librarian; and
   e. Other appropriate stakeholders such as Industry experts, representatives, discipline experts who have contributed to unit and course design or via benchmarking activities.

1.3 The materials selected will facilitate the acquisition of course and unit learning outcomes and graduate attribute objectives.

1.4 Suggested resources will be selected according to the primary criteria above. Nominated resources will be determined:
   a. From an understanding of the course and unit learning outcomes and graduate attribute objectives;
   b. From an understanding of contemporary and evidence-based Teaching and Learning developments; and
   c. From research and skills of professional staff in resource selection.

Schedule of Resource Assessment

1.5 Resource assessment will be undertaken at the following periods and will include the following:
   a. **Prior to the commencement of the semester**:
      i. The lecturer will check links within LMS unit shell; and
      ii. The librarian will check all library managed resource links.
   b. **By the end of calendar year,** academic representatives (lecturers delivering unit(s) or academic leaders and librarian will convene to discuss resources);
   c. During the **course review process** as outlined within the *Course Development and Review Policy and Procedure,* a review of resources will be undertaken.

Continuous Improvement

1.6 Ongoing review, assessment and improvement processes based on:
   a. Contemporary ideas related to pedagogy and discipline;
   b. Business efficiency and current academic trends in business modelling and resource and subscription management;
   c. Partnerships for benchmarking, access and consortia for resource management;
   d. Student and lecturer feedback;
   e. Unit/Library surveys;
   f. Lecturer liaison/consultation
   g. Library role and responsibility;
   h. Assessment of student data;
   i. Collection development;
   j. Acquisition strategy;
   k. Support for academics in resource identification or suggestion;
   l. Professional development;
   m. Ongoing resource development roles and responsibilities;

    n.   Discipline advancements and research;
    o.   Technology and delivery advances;
    p.   Business and economic drivers; and
    q.   Support for students in:
        i.   Literacy;
       ii.   Integrity; and
      iii.   Acquisition of skills and knowledge.

Access and Format of Resources

1.7 The Librarian will check resources links and content changes in any web-based resources not under the control of Stanley College.

1.8 Stanley College will prioritise electronic formats in order to maximise access options to resources and to support copyright compliance.