

LEARNING AND TEACHING RESOURCES POLICY

Approving authority	Academic Board
Purpose	This policy outlines the guiding principles for collection, acquisition, and management of all learning and teaching resources including books, periodicals, journals, databases and IT infrastructure for students and staff.
Responsible Officer	Academic Dean
Next scheduled review	November 2025
Document Location	R:\Managers\OIHE\Policies
Associated documents	Library Plan IT Infrastructure Plan Learning and Teaching Resources Procedures

1. PRINCIPLES

Oxford Institute of Higher Education (henceforth 'the Institute') is committed towards providing appropriate up to date, and accessible learning and teaching resources to all students and staff that support the learning and teaching strategies of the Institute.

Teaching and learning resources will be both physical and digital and be of such a nature as to meet the requirements of all units of all accredited courses conducted by the Institute.

2. SCOPE

2.1 This policy applies to all physical and digital resources that are required to fulfil the learning and teaching requirements of the Institute.

3. DEFINITIONS

3.1 *Resources: Physical or digital assets acquired and managed by the Institute that are relevant to expected learning outcomes, appropriate to the level of study, authoritative, up to date and support the learning and teaching strategy of the Institute.*

3.2 *Prescribed textbook: Prescribed textbooks are the books which the Unit Convenor lists as essential for successfully completing a unit.*

3.3 *Recommended resources: Recommended resources are not compulsory for students, but help in gaining a deeper understanding of a unit.*

4. POLICY

4.1 It is policy that the Institute recognises the strategic importance of all teaching and learning resources and develops and maintains all physical and digital collections and resources in such way that they help achieve the learning and teaching objectives of the Institute.

4.2 Primary responsibility for identification of learning and teaching resources resides with the Academic Dean.

4.3 Primary responsibility for the acquisition, management and maintenance of the learning and teaching resources is vested to an accountable custodian team comprising of the Librarian and the IT Manager to support the Institute's strategic objectives.

4.4 The Institute Library will be the primary reference point for accessing learning and teaching resources. The Institute provides access to digital resources by way of the student management portal.

4.5 The Institute provides computing, IT and printing facilities to students and staff in the designated computer labs and at other locations throughout the campus.

4.6 Authorised users should be able to easily access, discover and use the resources in accordance with the Institute's authorised access protocol.

4.7 The Institute ensures that all physical and digital resources comply with clear ethical, quality assurance, and disposal rules and regulations.

4.8 The Institute will ensure access are available for students and staff to required information and resources listed on the Unit Outline.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HESF Threshold Standards 2021, the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval** by the Governing Board (GB), or the Academic Board (AB) or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HESF Threshold Standards (2021)** approved by the GB;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);**
- 5.4** referenced to the applicable HESF threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback regarding this policy can be provided to the Responsible Officer of the Institute.

7. ACKNOWLEDGEMENTS

This policy was developed with reference to the relevant policies and procedures of the following institution: Griffith University, Learning Resources and Reading Lists Guideline, November 2022.

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	August 2018	Initial Issue	AB / GB
2.0	November 2022	Internal Review	AB
Related legislation/ regulation/standard	HESF Threshold Standards (2021) 3.3 (Learning Resources and Educational Support)		