

LEARNING AND TEACHING RESOURCES PROCEDURE

Approving authority	Executive Management Team
Purpose	These procedures outline the processes to be followed for the efficient management and maintenance of all learning and teaching resources at the OIHE
Responsible Officers	Academic Dean
Next scheduled review	November 2025
Document Location	R:\Managers\OIHE\Policies
Associated documents	Library Plan IT Infrastructure Plan Learning and Teaching Resources Policy

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.

In general, students are reluctant to buy textbooks as they are quite costly. This has been a major pedagogical challenge for many higher education institutions. Textbooks form a valuable basis to enable instruction in higher education, where critical frameworks, standards, questions and examples can be quite complex and multifaceted. Noting that it is not practical for a library to hold a large number of copies of a text, and that students cannot be guaranteed ease of access to limited physical library holdings, the Institute is in the process of making arrangement with a number of publishers for institutional subscription to eBooks and other digital publications for all students that will allow all enrolled students in a course 24/7 free and continuous online access to the resources for an agreed annual fee that will be paid 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. PROCEDURE

- 4.1 The Librarian will consult with the Academic Dean at least three months beginning of every teaching period to discuss the procurement of new or additional resources.
- 4.2 Within the Allocated budget the Library will purchase copies of the newest edition of the prescribed textbooks. Older editions will remain in the library for student borrowing until such time as they are no longer relevant.

- 4.3 Borrowing statistics will be recorded on a monthly basis and provided to the relevant staff members. Statistics may include daily library visitation, popular books, number of journal articles downloaded, and number of database searches. Such statistics will inform collection development, justifying new purchases and identifying patron need.
- 4.4 Depending upon the rate of usage and demand the Library will maintain an acceptable ratio of prescribed textbooks for the number of students enrolled in each unit in a particular course.
- 4.5 The IT Manager will maintain a close liaison with academic staff in order to updating and maintenance of the Moodle or any other Learning Management System (LMS) of the Institute.
- 4.6 Upon enrolment all students will be provided with a secure user ID and password for online access the LMS and other digital resources provided by the Institute.
- 4.7 Currency of all IT resources should be regularly reviewed by the IT Manager at least once at the beginning of each teaching period. Any obsolete or defective IT resource should be replaced by a functional one.
- 4.8 Any request for procurement of Library or IT resources should be forwarded to the Executive Management Team (EMT)
- 4.9 The Library may accept donations of resources, including books, games, DVDs, etc. Donations may not be accepted when the collection already has ample resources of similar nature, the item is damaged, the item contains out-of-date information, the item does not support the teaching and learning practises of the Institute, or the item targets a different audience than that of the student cohort.
- 4.10 In the instance of rejecting a donation, the Library will, in the following order, return the donation to the donor, ask staff and students if they would like to add it to their personal collection, or donate the item to another library or institution.
- 4.11 Resources received through donation becomes the property of the Institute Library. Donations will be integrated into the existing Library collection, and cannot be claimed back at a later date.
- 4.12 Donations are subject to the same conditions and policies as existing Library resources, including processing, retention, location, use, and disposal.
- 4.13 The library will conduct a physical stock-taking at the end of each term. Systematic update of the collection is to be undertaken periodically, at the Librarian's discretion.
- 4.14 Items may be removed from the collection if it is damaged, no longer relevant, has not been used or borrowed for a number of years, or does not support the learning and teaching practises of the Institute.
- 4.15 When an item is removed from the collection, the barcode and spine label is removed and the Institute stamps inside the book are covered with a 'cancelled' stamp. Its record is deleted from the Library catalogue.
- 4.16 Any overdue book will be closely followed and timely reminders will be issued to defaulting borrowers. Reasonable penalties will be applied for overdue and lost books.

5. QUALITY ASSURANCE

To ensure that this procedure is fit for purpose and meet the requirements of the HESF Threshold Standards (2021), the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review;
- 5.2 externally reviewed as part of any independent review of the HESF Threshold Standards (2021) approved by the Governing Board;
- 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 or comments on this procedure is welcomed by the Responsible Officer of the Institute



7. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	July 2018	Initial issue	EMT
2.0	November 2022	Internal Review	EMT
Related legislation/ regulation/standard	HESF Threshold Standard (2021) 3.3 (Learning Resources and Educational Support)		