

TABOR

LEARNING RESOURCES POLICY

Authorised By:	Academic Board	Revision: 1.3
Last Amendment Date:	Revision Date: 15 Dec 2021	
Review Due Date:	Next Review: 15 Mar 2024	
Related Documents:	Study Assistance Policy	
Responsible Officer:	Registrar	
Review:	Scholarship Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Library Services Manager

1. Overview

1.1 Purpose

Tabor's Learning Resources Policy stipulates the principles for the management of its print and online learning resources. Reflective of the learning needs and participation methods that are specific to Tabor's learning community, this process involves collection development, review and appropriate access avenues.

Learning resources support the research and information needs of Tabor's academic programmes and faculties. These resources are comprised of relevant, high quality and accessible material that supports teaching and learning, and includes textbooks, e-resources, learning kits, audio-visual resources and other applicable formats.

2. Scope and responsibility

The policy applies to Tabor, including its Adelaide and Perth campuses, and includes online learning material as well as library online and print resources.

The Faculty Deans, Executive Director Digital Learning and Innovations, Library Manager and Director of Scholarship share the responsibility for ensuring that necessary resources are available and accessible to all students.

It is the responsibility of the Deans of Faculties to ensure that their lecturers make teaching resources available to all students through the learning management system in each unit of study. This includes the provision of new or updated resource requirements for students. The effective management of Tabor's learning management system is the responsibility of the Digital Learning and Innovations Team.

All electronic databases that contain learning resources and the acquisition of print material will be maintained by the Library Manager in consultation with Faculty Deans. This system is overseen by the Director of Scholarship.

3. Policy principles and standards

3.1 All learning resources for course subjects should:

- reflect learning outcomes
- be accessible for both internal and external students
- support and develop the learning needs of students
- be authoritative, current and relevant
- be appropriate to the AQF level of study, and thus exhibit quality
- support scholarship and research

3.2 Preference will be given to the subscription of electronic resources that offer full-text digital access, provided that information, budgetary, licensing and technological needs are met, to maximise access, availability and flexibility of delivery.

3.3 Annual database and electronic subscriptions will be reviewed by the Library Manager in consultation with Faculty Deans in order to ensure student needs are being met.

3.4 Where subjects are delivered in different modes, the reading lists and available learning resources will be the same.

3.5 Required resources are reviewed every time a subject is offered to confirm currency and relevance to the subject.

3.6 Tabor supports and advocates compliance with copyright legislation and any vendor licensing agreements.

3.7 Digitisation of resources that comply with copyright requirements will occur to ensure students are given access to learning resources.

3.8 Postage of print books is offered to external students to ensure equitable access and availability is provided.

3.9 Orientation Days, access to librarians via online mediums, onsite visits and the provision of study skills workshops ensure that students have educational and resource support.

3.10 Access to learning resources, costs, or technology requirements does not present unexpected barriers to learning for students, including for students with special needs and those who study off campus.

3.11 Students have access to learning support services that are consistent with the requirements of their course of study, their mode of study, and the learning needs of student cohorts, including arrangements for supporting and maintaining contact with students who are off campus.

4. Definitions of Learning Resource Types

4.1 Required Resources

A required resource is essential to student learning and includes information, activities and tasks that facilitates student achievement of the learning outcomes.

A required resource must be approved by the Faculty Dean and be made available through Tabor Library in an accessible and appropriate format for the course.

Prescribed textbooks (physical and electronic) are purchased through each faculties budget lines. Multiple copies are made available electronically or in print, however students are advised to purchase personal copies.

4.2 Recommended Resources

A recommended resource is a resource that provides students with additional background or current information that supports or enhances the achievement of the subject or course's learning outcomes.

Recommended resources are selected from the range of resources available through the Tabor Library collections. In addition, the Library will acquire additional recommended resources where possible, subject to budget and resource availability.

5. Definitions

5.1. See [Global Definitions](#)

5.2. See **Glossary of Higher Education Assessment Terms** at Appendix 4 of the [Student Handbook](#)

6. Communication / Training

6.1. Deans of Faculties are responsible for training their staff in the requirements of this policy.

6.2 This policy will be made available on Tabor's Policy Repository and publicly available on Tabor's website.