LIBRARY POLICY AND PROCEDURES

Responsible Officer	Library and Information Services Manager
Approved by	Academic Board
Approved	August 2020
Commenced	September 2020
Review by	September 2023
Relevant Legislation and Policies	• *Principles and Guidelines for Australian Higher Education Libraries, 2020 (CAUL)* • *Copyright Act 1968 (Cwlth)* • *Higher Education Standards Framework (HESF) 2015* • *Higher Education Support Act 2003 (HESA)*
Responsible Organisational Unit	Student Experience & Success

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1. Policy Statement

1.1 Authority

The Australian Institute of Music Limited (AIM), known as 'the Institute', is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow 'best practice' principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

The AIM library comprises two branches: the Sydney library and the Melbourne library (hereinafter referred to as The AIM library).

The AIM library is an independent specialised music library, its culture, diverse skills sets, knowledge and experience contribute to institutional effectiveness and the achievement of the institute's mission. It holds a large collection of music history and theory books, sheet music (classical and contemporary), books on performing arts (including music business), as well as journals, dictionaries, CDs and encyclopedias.

Both Sydney and Melbourne branches operate as one unit under one budget, following the Library Policy. They provide expert professional advice, interlibrary loans, tailored workshops and activities that meet stakeholders' needs following the principles and guidelines of the [Council of Australian University Libraries](#) (CAUL).

1.2 Application

This Policy and Procedures applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this Policy and Procedures will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

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1.3 Purpose

The purpose of this Policy and Procedures is to:

- Provide a framework for the delivery of library services at AIM.
- Stipulate guidelines for the selection, acquisition, maintenance, and retention of educational materials.
- Outline the roles and responsibilities of staff.
- Establish a process for addressing users' needs.

1.4 Scope

This policy applies to all library staff and users and establishes a standard for the AIM library.

1.5 Coverage

This policy applies to the AIM Sydney and Melbourne campuses.

1.6 Special Conditions or Exceptions

Nil.

2. Procedures

2.1 Library Use

2.1.1 The Library's Clients

The Library clients have responsibility for accessing and utilising the AIM Library facilities in adherence to the principles outlined below. Clients include:

- Students
- Academics
- Alumni
- Other AIM staff

2.1.2 Borrowing

- All borrowers must have AIM Identification card.
- All borrowed resources must be returned within the prescribed time.
- Borrowers are responsible for the care of library materials until they are returned to the library.
- Borrowers must return the borrowed resources if they have been reserved by other library users.
- Borrowed materials are not allowed to be taken overseas.
- The AIM Library participates in the reciprocal interlibrary loan scheme for its graduate students.

2.1.3 Technologies

- Technologies facilitate learning and knowledge creation and are accessible and relevant.
- Computers and connectivity to AIM network are provided for staff and students and must be used in compliance with the institute's policies and conditions of use as outlined in **IT Acceptable Use of IT Facilities_V1.1**
- Library members have access to the library's electronic resources, including hardware and software; however, restrictions may be placed on the use of some services as determined by licence agreements, by the providers of those services, or by the relevant legislation.
- Users must comply with the Copyright Act 1968 when copying, printing or recording.
- Use of another person's passwords, account and restricted information is prohibited.

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2.1.4 Conduct in the Library

- Library users have obligations to behave appropriately to maintain an environment that is harmonious and tolerant for all.
- The library observes zero tolerance to verbal or physical abuse of library staff or clients.
- Clients must leave the library immediately when requested to do so by the library staff.
- Clients must follow the directions of library or security staff in situations requiring emergency procedures or evacuation.

2.1.5 Fines and Penalties

- The library staff may use their discretion to waive small amounts.
- If library items are returned after the due date, fines will apply.
- Borrowing privileges will be suspended if a student has unreturned overdue items or accrues library fines of $30.00 or more.
- All loans must be returned and overdue fees paid before the student receives final documents for graduation.

2.1.6 The Library's Spaces

The library's spaces are fit for purpose, adaptive and facilitate learning, teaching and research endeavours. Guidelines are to be followed:

- Clients may not reserve places in the public areas of the library, including study desks and computer work stations.
- Personal belongings left unattended will be removed by library staff and kept in a secure place.
- The library is not responsible for any loss of or damage to personal items brought into the library by users.
- Clients can book a computer lab (when available) for additional study space by contacting a Campus Manager.

2.1.7 Resources for Online Education and Special Needs

- The Library is effective and accountable, engaged with and responding to the institute's needs, including online education.
- The physical and virtual library is accessible to all stakeholders, including students with a disability and those who study off-campus according to the Disability Discrimination Act (CCA) (1992) and the Digital Guides for Accessibility and Inclusivity (Australian Government) (2020).
- Online educational resources include a library's webpage, recorded workshops, e-reading materials, PowerPoint presentations, educational videos, online discussion groups, open sources, subscription databases, Zoom, Microsoft Teams meetings, Chat and Online Forms.

2.2 Management of the Library

2.2.1 The Library Staff

The library staff have principal responsibility for all withdrawing and restoring borrowing privileges and access to The AIM Library.

- The Library Manager
- The Library Officer
- Other AIM staff trained in library operations nominated by The Head of Student Experience and Success run the library when the library staff are absent.
- Volunteer library assistants and external students on work placement assist in the library after their Working with Children Check is cleared.

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2.2.2 The Library's Budget

The library budget is assigned by The Head of Student Experience and Success and covers:

- Learning and teaching materials which include required textbooks and recommended reading material.
- Research material which includes both print and electronic purchases (databases).
- Networking services which include postage and interlibrary loan requests.
- Library services which include repairs, maintenance, binding and cataloguing.
- Library professional memberships.

2.2.3 The Library's Documentation

The library's documentation is created and updated by the library staff:

- Subject Guides on SharePoint
- Two newsletters: for students and academics
- APA Reference Style Guide
- Staff Library Manual and Procedures
- Promotional material
- Library's webpage
- AIM Library Policy and Procedures

2.2.4 Maintenance

2.2.4.1 Weeding

Library staff regularly monitor, evaluate and cull the collection to ensure its relevance, accuracy, authority, reliability and currency. Collection evaluation and deselection should be done when an item is:

- In poor physical condition.
- Out-of-date and an up-to-date replacement is accessible.
- The resource is incorrect due to social, technical or geopolitical changes
- Is obsolete.
- The subject is no longer taught at AIM.
- Multiple copies and/or e-book versions are available.
- Has not been used in the past 6 or more years.

2.2.4.2 Stocktaking

Stocktaking facilitates the removal of unused, out-of-date and damaged resources and can contribute to the evaluation of the collection. Information that emerges from the stocktaking reports will influence future acquisitions by highlighting missing resources and a need to fill the gaps.

2.2.4.3 Replacement

When replacing physical resources, the following points should be considered:

- Duplicated copies are available on both campuses.
- Current demand for the subject.
- The extent of the present library collection on the subject.
- The historical value of the resources.
- The availability of a more current resource.
- Availability of on-line format.

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2.2.4.4 Cataloguing

The Aim Library uses a reader-interest classification system for cataloguing. The subject headings are standards derived from the Library of Congress.

2.3 Learning and Teaching Needs

The Library increases the discoverability, use and impact of the institute's research output through information leadership, collaboration and the application of information management expertise. It contributes to the institute's research priorities by developing researchers' knowledge and inquiry skills, assisting undergraduate and graduate students (i.e. Bachelor and Masters by coursework).

The library staff provide consultations, help students find journal articles, run workshops and tours, conduct inter-library loans with other institutions and purchase the required texts.

The library's goals are to allow the opportunity for progressive thinking and innovation, challenging the status quo and increasing the institute's research visibility.

2.4 The Library's Collection

The AIM Library ensures that the scholarly resources are discoverable, accessible and relevant. Its collection strategy is to meet all the learning, teaching and research needs of AIM and to ensure that the quality of the collection is maintained through a process of continuous evaluation.

The library endorses principles and guidelines of Intellectual Freedom, advocated by the Australian Library and Information Association, collecting and providing access to a wide range of viewpoints across religious, ethical, and social issues. Resources are not censored based on the author's political, social, moral or other opinions or behaviour.

2.4.1 Collection Selection Criteria

The following criteria are considered when acquiring the library's resources:
- Good quality, well-balanced, relevant and up-to-date selection of resources.
- Responding to ongoing changes in teaching and research developments, and fits the programs on offer
- Purchasing online resources to balance digital and physical collections.
- Course coordinators identify prescribed texts and required readings
- Format of the collection should be versatile according to learning, teaching and research needs. Electronic is the preferred format for serials and high use titles.
- Cost (initial and ongoing) is determined by the annual library budget.
- Space and storage issues to be considered.
- Accreditation requirements are based on the advice provided by lecturers.

2.4.2 Collection Development

Selecting resources for the collection is an ongoing proactive collaboration involving library, teaching and research staff. User input is a priority. Resources that correspond to the institute's curriculum map are analysed and recorded by the library staff for effective retrieval via the library OPAC catalogue. Reading lists of recommended texts are updated and printed by the library staff accordingly.

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2.4.3 Donations

Donations are accepted with consideration of available library space and educational content requirements. There must be a mutual understanding that the library has control over the selection, location and disposal of resources.

2.5 The Library's Networking

The AIM Library has a cooperative relationship with broader resource networks that possess acceptable learning management systems and ensures diversity and equity, nested courses, technology-enhanced and work-integrated learning and educational support. These relationships aim to:

- Strengthen cooperation among institutions and individuals to publish information concerning their work.
- Promote a better understanding of the cultural importance of music libraries, archives and documentation centres both nationally and internationally.
- Support and facilitate the realization of projects in music bibliography, music documentation and music library science at national and international levels and promote the availability of all publications and documents relating to music to encourage international exchange and lending.

2.5.1 Memberships/Subscriptions

The AIM Library participates in resource sharing and networking at a regional, national and international level. The following list is indicative and may be updated from time to time:

- *Libraries Australia / NLA Membership*

  AIM is a member of Libraries Australia and is listed on the following up-to-date National Databases:
  - Australian Interlibrary Resource Sharing Directory (IRLS) http://www.nla.gov.au/apps/ilrs
  - Australian Libraries Gateway (ALG) http://www.nla.gov.au/libraries/index.html
  - Document Supply (LADD) http://docdel.librariesaustralia.nla.gov.au/

- *IAML Membership*

  The AIM Library is an institutional member of IAML (International Association of Music Libraries) collaborating on librarianship, bibliography, archival science, documentation, music and musicology http://www.iamlaustralia.org.au/.

- *HEPP-QN*

  AIM is an institutional member of HEPP-QN (Higher Education Private Provider Quality Network) https://www.avondale.edu.au/about/quality-strategy/heppqn/ participating in developing and implementing quality assurance higher education frameworks.

- *ALIA*

  Library Manager is a professional member of ALIA https://www.alia.org.au/ networking with other members from across Australia regarding information provision

- *Research Gate*

  The AIM Library is registered with Research Gate https://www.researchgate.net/, a networking site for researchers.

2.5.2 Vendors

The Library Manager communicates with various vendors and suppliers on an ongoing basis to get favourable deals for purchasing new and updating existing learning resources.

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2.5.3 Reporting

The Library Manager participates in the institute's decision-making:

- Learning Resources Subcommittee
- Learning & Quality Committee
- HESF Improvement Plans
- Head of Student Experience and Success

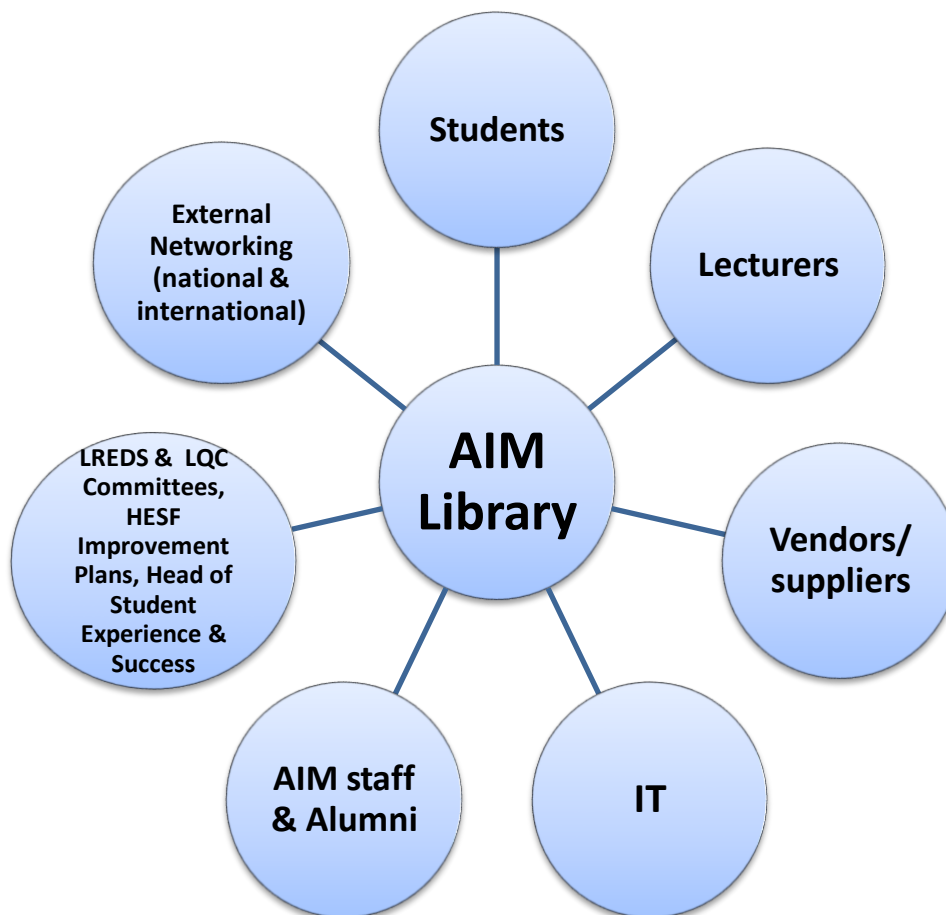### 2.6 Contextual Considerations

Nil.

3. Accountabilities

3.1 Responsible Officer

- A **Library and Information Services Manager** has overall responsibility for these procedures and communications and is responsible for monitoring and facilitating the implementation and regular review of this policy.

3.2 Contact Officers

- Head of Student Experience and Success
- Library Officer

3.3 Chart – Showing The AIM Library Communication relationships

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4. Supporting Information

4.1 Legislative Compliance

This Policy and Procedures supports AIM's compliance with the following legislation:

- *Principles and Guidelines for Australian Higher Education Libraries,* 2020 (CAUL)
- *Copyright Act 1968* (Cwlth)
- *Higher Education Standards Framework (HESF) 2015*
- *Higher Education Support Act 2003 (HESA)*

4.2 Supporting Documents

- Adobe PDF and Accessibility (Adobe). (2020). Retrieved from https://www.adobe.com/accessibility.html?promoid=DJGVE
- Accessibility and Usability (Local Government NSW). (2020). Retrieved from https://www.lgnsw.org.au/accessibility-usability-statement
- A manual for Developing Policies and Procedures in Australian School Library Resource Centres, 2nd edition. (2017). Retrieved from https://www.alia.org.au/sites/default/files/ALIA%20Schools%20policies%20and%20procedures%20manual_FINAL_text%20only.pdf
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- Higher Education Support Act 2003 (HESA). Retrieved from https://www.legislation.gov.au/Series/C2004A01234
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- Web Accessibility (NSW Government). (2020). Retrieved from https://www.service.nsw.gov.au/accessibility
- What is Plagiarism (NSW Education Standards Authority). (2020). Retrieved from https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-all-my-own-work/plagiarism/what-is-plagiarism
- Working with Children Check https://www.service.nsw.gov.au/transaction/apply-working-children-check

4.3 Related AIM Documents

AIM Policies and Procedures:
- AIM (2020). IT Acceptable use of IT facilities.
- AIM (2020). Staff copyright policy and procedures.
- AIM (2020). Students copyright policy and procedures.
- AIM (2020). Emergency and safety procedures.

4.4 Superseded Documents

Nil.

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5. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
AIM referred to as the 'Institute'	The Australian Institute of Music Limited. ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C
Information resources	Information resources include all learning resources in any format, such as books, e-books, databases, journals, e-journals, CDs, Subject Guides, library's webpage and APA Style Referencing Guide
Library facilities	The library facilities include the library located on Level 3 in Sydney and on Level 5 on Melbourne campuses, physical and digital collections, computers, software, printers and other equipment and services.
Library collection	The library collection includes physical resources (books, magazines, brochures), multimedia (CDs, DVDs), vinyl records, digital resources (subscription databases and journals), equipment (headphones, computers, printers, laptops, cables and other)
APA Style Reference Guide	APA is a Publication Manual with a set of rules and guidelines for citing references, as well as preparing and submitting manuscripts for publication from the American Psychological Association
Classification	A method of arranging materials such as books or journals, often by topic. AIM uses Library of Congress (LC) Classification for most materials which allows library users to browse shelves to find additional items on the same or related subjects.
Database	A collection of related data (articles or other materials) organised for online access.
E-book	An e-book is an electronic book available in digital form, consisting of text, images, or both, readable on electronic devices. Some e-books are owned outright and some are borrowed for a designated time period.
Interlibrary Loan (ILL)	Interlibrary loan is a service for graduate students and academic staff who may request to borrow materials from another library if the item is not owned by AIM.
Subject Guides (Library Guides or LibGuides)	Subject Guides on the library's webpage in SharePoint provide research assistance and useful resources compiled by the library staff to assist with various subjects and educational resources.
Reserves	Reserves are books reserved by students when they are not available and are on loan. It is based on a Click and Collect service. A borrower collects an item when he/she receives a notification from a librarian.
Vendors	Vendors are educational resource suppliers in Australia or overseas. Some vendors require payments made by credit card and some issue invoices. GST may or may not be included.
Open sources	Any library which has an open-source license is called as an open-source library, which means there is the freedom to reuse, modify, and publish without any permission. It requires an open-source license declaration in every file.

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OPAC	OPAC is a library acronym for "Online Public Access Catalogue" and is used for search and retrieval of learning resources. It is available on a dedicated computer in the library and as a link on the library's webpage.
Reading lists	A reading list of course resources that are highly relevant for an understanding of the subject is made available to students in SharePoint and Microsoft Teams. The AIM Library also provides printouts to students.
Reader-interest cataloguing	The Aim Library uses reader-interest cataloguing: customised Dewey by subject resulting in a hybrid approach that encourages exploration, partially similar to a "book store" model. It organises materials in ways that are intuitive to browsing by similar subjects clustered together.

6. Revision History

Version	Date Approved by (Executive) Leadership Group	Date Approved by Academic Board	Date Approved by Board of Directors	Sections modified
1.0	N/A	28/08/2020	25/09/2020	New Policy
1.1				Minor template updates

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