



Learning Resource Policy

Governing authority	Academic Board
Responsible officer	Academic Director
Date of approval	9 February 2018
Date of effect	9 February 2018
Review date	February 2021

Purpose

This policy guides the development of AGME's Learning Resource collection for its higher education operations. It is designed to ensure that AGME's higher education staff and students have access to digital and physical scholarly resources appropriate to their work and learning.

Policy principles

This policy reflects AGME's commitment to staff and students as set out in the AGME Strategic Plan and AGME Teaching and Learning Plan. The Learning Resource Policy is underpinned by the following principles.

- The development of AGME's learning resources will align with teaching priorities determined through academic consultation.
- AGME will ensure that learning resources specified for a course of study are up to date and accessible to students either online or physically.
- AGME will provide appropriate learning support services, including training and online information that ensures equivalent experiences for students regardless of their mode of study or location. This includes distance students and consideration of students with special needs. There will be no unreasonable barriers for students in accessing resources.
- Acquisitions to AGME's higher education learning resources will represent a variety of opinions and perspectives, and comply with the principles of academic freedom.
- Acquisitions to the collection will be in the format that best meets the needs of staff and students.
 - AGME usually prefers digital copies as the most cost effective, accessible and environmentally sound option.
 - Print materials may be appropriate for music performance purposes rather than digital resources.
 - Any physical acquisitions will take account of the space and resources.
- Acquisitions to the collection will be through the most cost effective means, including through resource-sharing arrangements with other institutions where possible and where this still enables accessibility for AGME users.

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- AGME will review the collection and deselect resources when they are no longer relevant or have been superseded, the resource is freely available online, or the resource is in poor condition.
- AGME will undertake periodical reviews of its learning resources, acquisition and management practices.

Scope

This policy applies for staff and students in AGME's higher education operations.

Procedures

1. The Academic Director, in partnership with the AGME Learning Support Adviser, is responsible for establishing protocols and practices in line with this policy. This includes:
 - Developing service standards that promote high quality professional services in meeting staff and student needs.
 - Conducting information and training sessions as part of student and staff induction, and providing ongoing educational support.
 - Establishing protocols for the borrowing and accessing of learning materials, and handling of lost, stolen or damaged items.
 - Establishing access, standards of conduct, and other service parameters for any physical space.
2. The Academic Director will consult with academic staff including members of the Academic Board regarding the priorities and needs of the collection in line with expected course learning outcomes, and will make decisions regarding acquisitions within an allocated Budget.
3. Any concerns about the selection or exclusion of material in AGME's collection should be directed to the Academic Director. Where concerns are not resolved, the matter may be referred to the Chair of the Academic Board.
4. The Academic Board will make recommendations to the Higher Education Committee about additional acquisitions or subscriptions.

Implementation & Monitoring

The Academic Director is responsible for leading the implementation of this policy with broad oversight from the Academic Board. The Academic Board will make recommendations to the Higher Education Committee about matters that require financial approval.

All staff and students are responsible for following rules and protocols for access to and use of learning resources.

Accountability

The Academic Board has responsibility for the approval and oversight of this policy.

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Review

This policy will be reviewed every three years by the Academic Board or at anytime considered necessary by the Academic Board or Academic Director.