

E-LIBRARY AND DIGITAL LEARNING RESOURCES POLICY

1.0 Purpose

This Policy outlines CG Spectrum Institute's (CGSI) commitment to supporting teaching and learning activities by providing staff and students with high quality, up-to-date and client-focused e-library and digital learning resources.

1.1 Context

The E-library and information resources collection at CGSI is in electronic format. The E-library serves as an electronic information collection point for staff and students.

This Policy has been developed in order to ensure that CGSI's E-library collection:

- meets the diverse needs of both staff and students in terms of content;
- is responsive to changes in teaching, learning and technology; and
- is of a consistently high quality; and
- is relevant.

2.0 Scope

This policy applies to all students and staff of CGSI, particularly those with responsibility for the acquisition and management of E-Library digital resources.

3.0 Definitions

3.1 Acquisition

The selection and purchase of materials or resources

3.2 Digital material

Electronic media such as ebooks, e-journals and online databases.

3.3 E-Library

An online learning space for accessing ebooks, e-journals and other material for reading, viewing, listening, study and research.

4.0 Responsibilities

The **Academic Director** makes decisions for acquisitions and quality assures the selection of subscriptions and e-book acquisitions.

The **CEO** ensures that there are adequate funds available to support the ongoing expansion of the e-library.

5.0 Policy

1. The decisions for purchasing acquisitions are made by the Academic Director according to the teaching and learning needs of CGSI.
2. Academic and learning support staff will be consulted to ensure that all students have ready and direct access to electronic information resources as required, in order to achieve the learning outcomes for their courses.
3. Materials will be acquired for the Library collection with respect to the following criteria:
 - adequacy of coverage and relevance of the material in the context of CGSI's courses and its teaching, learning and research activities;
 - enablement of flexible delivery and maximisation of student access;
 - prioritisation of course-specific materials such as textbooks and recommended readings;
 - currency, academic value and the academic authority of materials available; and
 - available format and language in which the resource is offered.

6.0 Relevant Legislation

Higher Education Standards Framework (2021)

Version Control

Document:	E-Library and Digital Resources Policy (formerly the <i>Library and E-Resources Policy</i>).		
Approved by:	Academic Board	Date:	30 November, 2023
Version:	2.0	Replaces:	1.0
Next Review Date:	2026		
Version History			
Version	Change Notes		
2.0	The policy was renamed and revised to be reflective of the online nature of learning and teaching in CGSI. Changes were also made to reflect current academic leadership structures.		
1.0	Developed policy with amendments		