

Purpose	The purpose of this policy is to establish the requirements for an effective library that supports all aspects of teaching and learning for students and staff from BPP Institute.
Scope	This policy applies to current students and all staff.
Policy Principles	<p>1. General Principles</p> <p>1.1. The library is defined as the collection of materials and resources, whether they be books, periodicals, e-resources or other, used for teaching or study. The definition also encompasses the physical and electronic spaces that house the collection.</p> <p>1.2. Access to learning resources will not present unexpected barriers, costs or technology requirements for students.</p> <p>1.3. The library is an essential resource for all students and staff. As such, it must be treated in a manner appropriate to a higher education learning environment.</p> <p>1.4. Provision of resources will abide by relevant copyright laws.</p> <p>2. Acquisitions</p> <p>2.1. Resources can be physical or electronic, depending on the needs of the student cohort. The decision to acquire resources should be made according to the teaching and learning needs, ensuring:</p> <ol style="list-style-type: none"> resources directly relate to the learning outcomes; are up to date and current; are accessible. <p>2.2. All purchases or subscriptions require the authorisation of the Dean.</p> <p>3. Student Responsibilities</p> <p>3.1. All users of the physical library will be responsible for:</p> <ol style="list-style-type: none"> All library resources borrowed or accessed in their name; Informing the staff immediately if a loan becomes lost, stolen, damaged or destroyed; Ensuring all loan items are returned to the library by the due date; Ensuring all loan items are returned in the same condition as when they were borrowed; Replacing (or providing cost of replacement) of any loan item issued that has been deemed lost or damaged. Students will

not be eligible to graduate until all loaned items are returned or replaced.

3.2. All students are expected to:

- a. Ensure they can access the LMS throughout their studies;
- b. Not share their LMS access details with anyone, within or outside the institution.
- c. Download common, freely available viewers or software to allow the viewing of resources if required.

4. The Physical Library Space

- 4.1. When requested by library staff, student ID cards must be presented within the library.
- 4.2. Library users must respect others by keeping noise to a minimum level.
- 4.3. Mobile phones are not to be used for phone calls in the library.
- 4.4. Failure to comply with the conditions of entry may result in a user being asked to leave the library.

5. Electronic Resources

- 5.1. Links to relevant, high-quality and current resources will be made available to students through the Learning Management System (LMS). This includes links to online database collections as well as to unit-specific material.
- 5.2. Students will be given access to these resources through their LMS access which is granted within 48 hours from the point of enrolment, or for specific units, the point of timetabling into these units.
- 5.3. Students will receive training on the use of the LMS during orientation. Further training is available by request at any time through Academic Services.
- 5.4. Teaching staff will endeavour to ensure that electronic resources are provided in a format that is accessible to all students using standard technology platforms, software and devices.
- 5.5. Students with special needs can complete the Long-Term Special Needs Request form and will be assessed to ensure accessibility to resources is maintained.

6. Suspension of Rights

- 6.1. The library staff may:

	<ul style="list-style-type: none"> a. Temporarily suspend or revoke a user's entitlement to enter the library, or use the library resources if the user fails to comply with the Library Policy; b. Ask users to leave the library if the user fails to comply with the library's condition of entry or use; c. Request users pay an amount (penalty) for the loss, damage or destruction of any library resource by the users. The users will be suspended from borrowing further resources until such payments are made. <p>7. Appeals If a student is unsatisfied with BPP Institute's decision to suspend their library usage rights, the student may appeal the decision in accordance with the Student Complaints and Appeals Policy and Procedure.</p>
Related Documents	<p>Educational Resources, Premises and Notification of Changes Policy Educational Resources, Premises and Notification of Changes Procedure Electronic Resources Use Policy Student Code of Conduct Student Complaints and Appeals Policy Student Complaints and Appeals Procedure</p>
<i>For Administrative Use Only</i>	
Responsible Officer	Dean
Contact Officer/s	Dean
Approved by	Academic Board
Definitions	See BPP Institute's Glossary of Terms and Acronyms

Version History

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LIBRARY POLICY

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1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute
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