

Library Services at Partner Providers Policy

Policy Code: IM2041

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Purpose

This policy provides an overarching framework for the provision of library services made available to Partner Provider teaching staff and students enrolled at the University Partner Provider campuses/sites.

Scope

This policy applies to Federation University Library and its staff who support the learning, teaching and research needs of University enrolled students and the partner provider employed staff who teach or provide services to University enrolled students at Partner Institutes.

Legislative Context

Federation University Australia Act 2010

Higher Education Standards Framework (Threshold Standards) 2015

Definitions

Term	Definition
CAUL	Council of Australian University Librarians
CAUL Principles	Principles and Guidelines to university librarians in providing services to staff and students enrolled at Australian universities at remote locations.
ILMS	Integrated Library Management System

Term	Definition
CAVAL	CAVAL is a member-based not-for-profit company which offers a range of specialised products and services, to academic, public and special libraries in Australia and New Zealand.
Partner Provider	Educational institute providing programs of the University through an approved Education Agreement.
University legislation	Includes the Federation University Australia Act 2010, University Statutes and Regulations

Policy Statement

Principle	Demonstrated by:
The University provides Federation University enrolled students at partner providers supplementary access to the FedUni Library collections, resources and staff as outlined in the CAUL Principles	<ul style="list-style-type: none"> ensuring students have access to academic information sources, electronically or in print, to enable them to meet the academic requirements of courses ensuring that the partner library and its staff and collections are able to provide services, facilities and resources to support student learning needs ensuring students have access to information and digital literacy skills development programs and resources
Partner Providers agree to the provision of a physical service/space for University enrolled students at their institutes as outlined in the CAUL Principles and the University's Contractual Agreement with Partner Provider teaching locations	<ul style="list-style-type: none"> ensuring students have access to suitable facilities and equipment to support their learning ensuring students have access to relevant textbooks and other key academic resources that are essential to their success ensuring students have access to appropriately qualified staff who are able to support the learning needs of students and manage and maintain a library/resource centre in accordance with relevant legislation and standards.

Confidentiality and Privacy

Supporting Documents

- [Library Services at Partner Providers Procedure](#)
- [University Library Client Charter](#).
- [CAUL Principles and Guidelines for Library Services to Staff and Students at Remote Locations](#)
- [TEQSA Guidance Note: Staffing, Learning Resources and Educational Support 2017](#)

Responsibility

- The Deputy Vice Chancellor, Academic (*as the Approval Authority*) is responsible for monitoring the implementation and outcomes and its accompanying procedure/s.
- The Director, Library and Learning Spaces (*as the Policy Sponsor*) is responsible for maintaining the content of this policy and scheduling its review as delegated by the Deputy Vice Chancellor, Academic.

Promulgation

This policy will be communicated throughout the University community in the form of:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Policy;
2. distribution of e-mails to Pro Vice-Chancellor (International and Partnerships) and the Manager, Partner Relationships (CUP);
3. Distribution of emails and documentation to partner provider library staff and other partner contact staff.

Implementation

This policy will be implemented throughout the University via:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Policy;
2. Information being disseminated through Library representation on University Partner/School Committees and Working Parties;
3. Information being disseminated via Joint Operation Committee meetings;
4. Partner Library Staff training sessions conducted by Liaison Librarian (Partner Support) on scheduled visits.