

STU02 LEARNING RESOURCES POLICY AND PROCEDURE

Department	Academic
Approval Authority	Academic Board
Responsible Officer	Academic Dean
Effective Date for use	1 October 2026
Date of next review	August 2029 (3 years from approval date)

1. Purpose

This Policy and Procedure establishes the principles, responsibilities, and processes through which TITAN HIGHER EDUCATION (TITAN/THE) plans, acquires, maintains, reviews, and provides access to learning resources that support teaching, learning, scholarship, and student success.

The Policy and Procedure ensures that learning resources are appropriate, current, accessible, inclusive, and sufficient to support the achievement of learning outcomes and the academic needs of students and staff.

2. Scope

This Policy and Procedure applies to:

- All higher education learning resources managed or licensed by TITAN.
- Academic and professional staff involved in selecting, developing, maintaining, or reviewing learning resources.
- Students accessing TITAN learning resources.
- Physical, digital, and online learning resources including library collections, databases, journals, textbooks, Open Educational Resources (OERs), multimedia resources, and learning management system materials.

3. Policy Principles

TITAN is committed to ensuring that:

- 3.1 Learning resources are student centred and are designed, selected, and maintained to support student achievement of course and unit learning outcomes and to enhance teaching quality.
- 3.2 Learning resources are accessible to all students, including students with disabilities and diverse educational backgrounds, and are available irrespective of study mode or location.
- 3.3 Learning resources are current, accurate, relevant, evidence-based, and reviewed regularly to ensure ongoing suitability and alignment with disciplinary developments and industry practice.
- 3.4 The collection will represent a range of scholarly viewpoints and support academic freedom, intellectual inquiry, and critical thinking.
- 3.5 Where educationally appropriate, TITAN prioritises digital resources, including licensed electronic resources and Open Educational Resources (OERs), to maximise accessibility, flexibility, scalability, and sustainability.
- 3.6 TITAN seeks feedback from students, staff, graduates, and external stakeholders to continuously improve learning resources and support services.

4. Policy Statements

4.1 TITAN will provide sufficient learning resources to:

- support the achievement of course and unit learning outcomes;
- support research and scholarship activities of academic staff;
- meet the needs of current and future student cohorts;
- support online, blended, and face-to-face delivery modes; and
- facilitate independent learning and academic success.

4.2 Learning resources may include:

- books and e-books;
- scholarly journals;
- databases;
- multimedia resources;
- open educational resources;
- industry reports and professional publications;
- learning management system content;
- academic support materials; and
- reference materials and research tools.

4.3 TITAN will take reasonable measures to ensure that:

- students and staff have secure and reliable access to the Learning Management System (LMS),
- learning materials are uploaded in a timely manner;
- appropriate user training and support are available; and
- technology-enhanced learning resources support student engagement and learning outcomes.

4.4 Students will receive information during orientation and throughout their studies regarding:

- accessing library and learning resources;
- using electronic databases;
- academic literacy support;
- copyright obligations; and
- responsible use of learning technologies.

4.5 All users of TITAN learning resources must comply with:

- copyright legislation;
- licence agreements;
- ***Intellectual Property and Copyright Policy and Procedure***; and
- conditions of use for electronic resources.

5. Procedures

5.1 Resource Planning

5.1.1 Course Development

- Learning resource requirements must be identified during:
 - new course development;
 - course reviews;
 - unit review; and
 - delivery mode changes.

- Course proposals must demonstrate that appropriate learning resources will be available before implementation.

5.1.2 Resource Forecasting, TITAN will consider:

- student enrolment projections;
- new courses and units;
- technological developments;
- emerging disciplines;
- accreditation requirements; and
- budget and sustainability considerations.

5.2 Acquisition of Learning Resources

5.2.1 Selection Criteria

- When selecting resources, TITAN will consider:
 - relevance to curriculum and learning outcomes;
 - AQF level requirements;
 - currency and accuracy;
 - scholarly quality and authority;
 - accessibility and usability;
 - diversity of perspectives;
 - cost effectiveness;
 - availability in digital format; and
 - existing holdings and duplication.

5.2.2 Acquisition Process

1. Academic staff identify learning resource needs.
2. Requests are submitted to the Academic Dean.
3. Requests are evaluated against unit of study learning outcomes.
4. Major acquisitions are reviewed through academic governance processes.
5. Budget approval is obtained where required.
6. Approved resources are acquired and made available to users.

5.3 Access and Availability, TITAN will:

- maintain sufficient access to prescribed and recommended texts;
- ensure equitable access for all students regardless of study mode;
- provide remote access where licensing arrangements allow;
- support students through library and learning support services; and
- maintain resource access standards and service protocols.

5.4 Review and Quality Assurance

5.4.1 Continuous Review

- The Academic Dean will conduct ongoing review (as is necessary) of:
 - collection relevance;
 - resource usage;
 - curriculum alignment;
 - student satisfaction; and
 - accessibility and functionality.

5.4.2 Sources of Feedback

- Reviews may utilise:
 - student surveys;
 - unit evaluations;
 - course reviews;
 - staff feedback;
 - library usage reports,
 - external benchmarking; and
 - Teaching and Learning Committee feedback.

5.4.3 Collection Maintenance

- Outdated, inaccurate, superseded, or unused resources may be withdrawn from the collection after academic review.
- Historical or seminal works may be retained where educationally appropriate.

5.4.4 Annual Reporting

- The Academic Dean will prepare an annual report addressing:
 - collection development activities;
 - resource usage;
 - identified gaps;
 - student feedback;
 - resource expenditure; and
 - planned improvements.
- The report will be submitted to Academic Board for consideration and monitoring.

6. Roles and Responsibilities

6.1 Board of Directors are responsible for:

- Governance oversight of learning resource provision and related strategic risks.
- Approval of associated budgets.
- Ensuring adequate institutional resources are available to support teaching, learning, and student success.

6.2 Chief Executive Officer is responsible for:

- Ensuring sufficient resources are allocated to support learning and teaching activities.
- Strategic planning for current and future learning resource needs.
- Budget submissions and recommendations to the Board of Directors.
- Ensuring institutional planning considers projected student growth, new courses, and emerging resource requirements.

6.3 Teaching and Learning Committee

- Monitoring the adequacy, accessibility, quality, and currency of learning resources across all courses and units.
- Reviewing student, staff, and stakeholder feedback regarding learning resources and recommending improvements.
- Monitoring the availability of prescribed and recommended learning resources to ensure they support unit and course learning outcomes.
- Reviewing and recommending significant acquisitions, subscriptions, databases, digital learning tools, and other learning resources for approval.

- Monitoring learning resource requirements arising from course reviews, unit reviews, accreditation activities, and new course proposals.
 - Reviewing reports relating to learning resource usage, accessibility, student satisfaction, and identified resource gaps.
 - Recommending continuous improvement initiatives to enhance the learning experience and student outcomes.
 - Providing advice to the Academic Board on the effectiveness and sufficiency of learning resources.
- 6.4 Academic Board is responsible for:
- Monitoring resource adequacy and effectiveness of learning resources.
 - Reviewing annual learning resource reports and recommendations from the Teaching and Learning Committee.
 - Ensuring learning resources support academic quality requirements.
 - Monitoring the effectiveness of learning resources in supporting student achieving unit learning outcomes.
- 6.5 Academic Dean is responsible for:
- Implementation of this Policy and Procedure.
 - Strategic oversight of learning resource planning and academic alignment.
 - Approval of significant acquisition recommendations within delegated authority.
 - Ensuring learning resources are aligned with course and unit learning outcomes, AQF levels, and disciplinary standards.
 - Overseeing the acquisition, maintenance, review, and continuous improvement of learning resources.
 - Ensuring appropriate orientation and guidance is available for staff and students regarding learning resource access and use.
 - Monitoring accessibility and inclusivity for the use of learning resources.
 - Maintaining appropriate records relating to learning resource acquisition, review, and usage.
 - Preparing reports and recommendations for the Teaching and Learning Committee, and Academic Board as required.
- 6.6 Course Coordinators are responsible for:
- Identifying learning resource requirements for courses and units.
 - Ensuring prescribed materials remain current, relevant and accessible.
 - Monitoring the suitability of learning resources for achievement of learning outcomes.
 - Recommending updates, and additions as required.
 - Participating in periodic reviews of learning resources as part of course and unit review processes.
- 6.7 Students and Staff are responsible for:
- Complying with conditions of access and use of learning resources.
 - Respecting copyright, licensing, and intellectual property obligations.
 - Using learning resources appropriately and ethically.
 - Providing feedback on learning resource quality, accessibility, and availability.
 - Reporting any issues relating to access, accuracy, or suitability of learning resources.

7. Definitions

Definitions for key terms are presented in the Glossary of Terms which may be accessed on the TITAN website.

8. Relevant Legislation, Guides, and Websites

8.1 Legislation:

- [Disability Discrimination Act 1992](#) (accessed July 2026)
- [Disability Standards for Education 2005](#) (accessed July 2026)
- [Education Services for Overseas Students Act 2000](#) (accessed July 2026)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#), as amended (accessed July 2026)
- [National Code of Practice for Providers of Education and Training to International Students 2018](#) (accessed July 2026)
- [Tertiary Education and Quality Standards Agency Act 2011](#) (accessed July 2026)

8.2 Guides:

- TEQSA Guidance Note: [Learning Resources and Educational Support](#) (accessed July 2026)
- TEQSA Guidance Note: [Technology-Enhanced Learning](#) (accessed July 2026)

9. Related TITAN Documents

- Academic Freedom Policy and Procedure
- Academic Progress Policy and Procedure
- Campus and Facilities Management Policy and Procedure
- Course Design Policy and Procedure
- Course Discontinuation Policy and Procedure
- Course Monitoring and Review Policy and Procedure
- Information Technology Acceptable Use Policy and Procedure
- Intellectual Property and Copyright Policy and Procedure
- Quality Assurance Policy and Procedure
- Student Disability Policy and Procedure
- Student Diversity and Equity Policy and Procedure
- Student Wellbeing, Orientation and Support Policy and Procedure

10. Version Control

Combined Policy and Procedure Version Control		
Version #	Date of Change	Change Summary
2026.1	June 2026 Approved AB 11.08.2026 Noted BoD 23.09.2026	Policy and Procedure Documents were combined into one complete document. Layout of the document updated, more information added into each section. Added links to relevant legislation and websites. Document has been recoded and irrelevant information removed.

Original Policy Version Control		
Version #	Date of Change	Change Summary
1.0	17-Apr-20	Draft considered Academic Board (AB) 27-April-20 with major amendments requested
1.1	29-Jun-20	Revised as a corporate policy, approved by BoD 10-Jul-20
1.2	28-Jul-20	Administrative updates
1.3	10-Oct-23	Administrative updates following TEQSA registration
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Warning –

- Document uncontrolled when printed! The current version of this document is maintained on the TITAN website.