

LEARNING RESOURCES POLICY

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DOCUMENT HISTORY

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1. PURPOSE

The purpose of this policy is to ensure that appropriate learning resources are used in the University to support curricular learning standards and educational programs. British University Vietnam (BUV) is committed to providing an enriching learning environment that is supported by learning facilities, technologies, and the provision of learning resources and further support that is appropriate to the students' learning and assessment needs. This policy provides a framework to ensure BUV's ongoing compliance with applicable higher education standards, rules and regulations of both Vietnam and United Kingdom.

2. SCOPE

This Policy applies to all students, professional staff, faculty members, visitors and contractors that may be involved in the design, implementation, monitoring, maintenance and evaluation of any learning resource that is made available to students at BUV.

3. DEFINITION

"Learning resources" refers to any material, whether internally or externally produced, with instructional content or function that is used for formal or informal teaching/learning purposes. Learning resources include printed and digital textbooks; reference books; supplementary reading and informational materials; charts; community resources (including keynote speakers), games; computer software; pictures; slides; sound and video recordings; as well as access to online resources.

4. LEARNING RESOURCES POLICY

General principles

BUV recognises the important role of literacy in all walks of modern professional life, including technical, creative and critical thinking. Therefore, alongside providing adequate access to technology to complete assignments, BUV works closely with industry partners to ensure that students have valuable experience in the hardware and software typically used in their industries, and to anticipate future needs.

BUV understands the value of rich content in student engagement and the value of on-demand learning that gives student access to specialised information beyond the core deliverables of a semester.

BUV understands that technology is not just defined by digital, or even electronic technology. BUV will invest in specialised spaces and teaching facilities geared to its portfolio of courses and activities.

Alongside a well-resourced physical library and breakout workspace (designated in the Learning Resource Centre), BUV provides students and lecturers access to Kortext, a specialist digital platform delivering over 2 million digital textbooks and other learning content to universities. Additionally, a tablet is provided to each student upon entry to the University allowing them to access digital textbooks with ease anywhere, at any time.

Rationale for Learning Resources Selection

- In selecting resource materials for students and faculty, BUV must consider a wide variety of educationally appropriate materials which will provide for a range of teaching and learning styles.
- While resources are selected to support educational programmes and curricula, it is not intended that specific resources are referenced to specific programme learning outcomes; rather, it is expected that users will select resources to suit their particular needs and audience.
- It is not expected that any single resource will be sufficient to teach a course; rather, a broad approach to material selection is encouraged which integrates materials from a variety of sources and across different platforms that best meet the module learning outcomes.
- Certain materials may be suitable for use across disciplines, in that they allow for a variety of approaches to content, or include a variety of different types of content.
- Materials selected will be consistent with the goals and curricula of BUV and the Ministry of Education and Training (MOET) in mind and will be considerate of the multicultural aspect of our international stance and context.
- All materials selected will be in compliance with local laws and regulations but may on occasion address controversial issues. This is so that students may have

opportunities to develop, under guidance, critical analysis and to make informed decisions.

Criteria for the Evaluation of Learning Resources

- Learning resources will:
 - support and be consistent with the general educational goals of the University and partner Universities as well as the learning outcomes of specific programmes;
 - be of a high-level of quality in their factual content and presentation;
 - be appropriate for the subject area and for the academic level, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected;
 - have aesthetic, literary, and/or societal values;
 - be developed by competent authors and producers;
 - be selected for their strengths rather than rejected for their weaknesses.
- Learning resources will be selected that are fair, objective, and free from bias, propaganda and are compliant with the BUV University Behaviour Policy.
- Judgement and sensitivity must be utilized when selecting learning resources which have a potential to offend any sector of the community.
- Videos that are prohibited by the Vietnam Ministry of Culture, Sports and Tourism will not be shown in any class or activity.

Procedures for Selection of Learning Resources

- The responsibility for selecting learning resources for collaborative programmes shall belong to BUV based on the recommendations of the partner university. The responsibility for selecting the learning resources of BUV programme as well as issuing learning resources of both BUV and collaborative programmes belong to the Learning Resource Centre in accordance with the criteria in this policy.
- The Chief Academic Officer (CAO), Deputy Chief Academic Officer (DCAO) or designated person, have a general responsibility for ensuring that the approved criteria as shown in 2.1 above are known and appropriately applied.
- The CAO, DCAO, or designated person, has the authority to approve resource selection.

- Material selection is an ongoing process to ensure relevance, which includes the removal of materials which are no longer appropriate according to the approved criteria for the selection of learning resources.

Learning and Teaching content

The quality of the teaching resources will be monitored as part of the BUV Academic Monitoring Policy and Process, which includes gathering feedback from students and professional staff. This is done through student module evaluations, Module Monitoring Reports (MMRs) and Programme Monitoring Reports (PMRs). On an annual basis, the LRC will reflect on the information gathered, in collaboration with the Quality Assurance committee, Learning and Teaching Committee and Course Office, to enhance BUV learning resources, and ensure that the provision of resources is responsive to changes in users' needs and demands.

Selection of resources

The selection process starts 12 weeks before the commencement date of the semester required. Textbook selection shall be guided by the latest updated Module Descriptor and the availability of resources through the Kortext system, with a final selection of the material to be made by the Module Leader. The purchase of any supporting reference books will be subject to approval by the CAO, DCAO or designated person based on a needs analysis and available budget.

Management of learning resources

Acquisition

Within the assigned budget, the Learning Resources Centre (LRC) will forecast and closely manage budget for:

- the purchase of textbooks, reference books and other resources
- The subscription of database and expansion of database If needed
- The purchase of equipment for student to access online learning resources and platform (such as iPad).

When purchasing learning resources, LRC will:

- create a timeline for a yearly purchasing cycle and monitor the timeline frequently;
- be aware of policies and procedures for the requisitioning and purchasing of learning resources;
- work closely with the Head of Registry, Procurement Department, ICT Department and Head of Academic and Student Operation if needed;
- know where to find current publishing information;
- use cost-effective ways to acquire learning resources, follow the applicable procedures of the Procurement Department;
- consider efficiencies in ordering where possible;
- develop efficient systems for receiving materials;
- maintain accurate and current records.

Cataloguing and Maintenance

All learning resources, including non-print resources, require cataloguing. Cataloguing information will be included on a centrally located database or automated library for all learning resources.

Prior to circulation, all learning resources must be processed in order to identify, track, and protect them. The amount of processing needed will vary according to the type of material and where and how it will be used. Processing may include any or all of the following:

- barcode label;
- system to log record title and borrower's information;
- security strips in resources.

When deciding where to locate learning resources, consider:

- determining the best location based on the ability to share materials, cost of material, proximity, etc.;
- the possibility of extended hours in the LRC, e.g., at exam time;
- planning for the efficient use of space and equipment;
- providing appropriate security for learning resources;

- identifying professional staff who will be responsible for the management of the learning resources in all locations;
- allowing students and faculty to access all types and formats of learning resources that are needed to meet the learning outcomes of their programmes;
- providing appropriate storage areas and shelving;
- providing facilities and equipment for viewing and listening.

Access to resources can be supported by:

- providing an online library;
- assisting with training and policy development related to new technology and online resources;
- organising access to relevant online services and databases;
- encouraging access to digital resources for all professional staff and students.

All learning resource collections at the University should be assessed on a regular basis to ensure relevancy, accuracy, and condition by authorised programme leaders of BUV and partner universities. The Learning Resource Centre is responsible for ensuring that these changes are applied in the related semester(s).

Circulation

The circulation process is fit for purpose and efficient to meet the needs of all faculty and students. Circulation considerations include:

- encouraging access to and the use of learning resources in all formats;
- facilitating drop-ins (i.e., students and faculty who need material immediately);
- organizing learning resources at the LRC so that they are accessible to students and faculty who visit;
- providing a variety of options for booking learning resources (e.g., telephone, e-mail, online booking).

Promotion

In order to ensure that learning resources that have been selected and acquired by LRC are fully utilized by students and faculty, LRC personnel promote the availability, location,

and curricular relevance of the resources. This can be accomplished through such activities as:

- Presentations at BUV manager-level meetings, department meetings, faculty meetings, SSLC meetings, parents' meetings, etc.;
- Providing workshops and training sessions for faculty and students on topics such as the effective use of the Learning Management System, using the online library and databases, academic research, etc.
- in-service and support in the evaluation and selection of online databases.

Challenged Resources

On occasion a student, faculty member, parent or community member may voice a concern about a resource that has been selected for inclusion in the LRC's collection. The following steps shall be followed:

- Inform CAO, DCAO or designated person of the nature of the challenge/query and obtain guidance on how to resolve the concern.
- Should the complainant wish to take the matter further, guide them to email the CAO directly at cao@buv.edu.vn.
- Keep all documentation relating to the challenge and its outcome on a permanent file.

Donations and Gifts

Donations of materials are gratefully accepted with the understanding that the LRC may add them to the collection only if they meet established standards for purchased materials, with emphasis on currency, physical condition, and need as well as compliant with local laws and regulations. All gifts added to the collection must be available for public use.

Gifts of funds as memorial are acceptable and need approval by CAO before acceptance.

Weeding of Materials

An attractive, up-to-date, currently useful collection is maintained through a continual discarding and replacing process. Materials may be withdrawn from the library collection upon written approval of Chief Academic Officer or designated person after careful

consideration of these factors: physical condition, currency of information, lack of use, availability of a newer edition or better work on the same subject.

Materials withdrawn from the collection may be given to students on first-come-first-serve basis or other mean of donation. Individual items that are being withdrawn may not be saved for specific individuals. This process is to be undertaken on an annual basis.

Principles of Deselection

If learning materials, especially printed books, meet one of the following conditions, it will be removed from the shelves and put in storage for weeding consideration at the end of the year.

- In poor physical condition
- Out-of-date or no longer relevant
- Inaccurate
- Not compliant with the BUV University Behaviour Policy.
- Obsolete

Replacement or Renewal of Resources

Physical resources should not be automatically replaced, nor subscription resources renewed. There are several factors that could be considered when a resource is to be replaced or renewed:

- number of duplicate copies;
- current demand for specific title or subject;
- the extent of the present library collection on the subject;
- the availability of a newer or better resource in the field;
- availability of resource in a different, more cost effective format or more appropriate format.