

LIBRARY LEARNING CENTRE

Section	Teaching and Learning		
Approval Date	10.09.08	Approved by	Academic Board
Next Review	April 2014	Responsibility	Library Team Leader
Key Evaluation Question	5	ITPNZ Quality Standard	3

PURPOSE

The Library Learning Centre (LLC) provides:

- A learner-centred convergence of library, information and multi-media technology, and learning support for the students and staff of NMIT. This requires a range of facilities to meet the varying and changing needs of its customers.
- An environment which enhances and supports the learning experiences of students by assisting with the development of skills to locate, evaluate and effectively use information (information literacy) and providing flexible learning options where appropriate.
- A gateway to learning resources and support for students and staff on the Nelson, Marlborough and Woodbourne campuses, and for those studying by distance. Services and resources are available via the LLC website, email, and courier delivery, to those staff and students who cannot access the libraries in-person.

The Library Learning Centre contributes directly to the Institute's roles by:

- Acquiring, organising, and making available those information resources that are needed to support the academic programmes, staff research, and management of the Institute – books, serials, audiovisual resources, and subscription databases.
- Teaching information retrieval skills to individuals or classes.
- Providing study facilities – a range of individual and group study areas, computers and printers, copiers and scanners, and audiovisual equipment.
- Providing learning support – extra tuition and resources that will assist students who are experiencing difficulties with their studies or who simply want to improve their performance.

SCOPE

All NMIT students and staff.

All programmes of learning delivered at any NMIT campus, and for NMIT students studying by distance or by flexible delivery.

RESPONSIBILITY

The Library Team Leader is responsible for management of the LLC, including planning, budgeting, marketing, campus library networking, quality assurance, and customer services.

The Academic Board is responsible for LLC policy.

HUMAN RESOURCES

Staff are employed who have qualifications and experience in the following areas:

- customer service; online systems; cataloguing; research and reference; library management.

Staff training and professional development is planned and undertaken to meet current and future client needs.

REFERENCES

INTERNAL

Detailed guidelines and information is contained in the following documents available on the LCC website: <http://library.nmit.ac.nz>

Library Learning Centre Strategic Plan
Collection Development Guidelines
Library Learning Centre Regulations
Interloan Process

and

Copyright, Explanation for Staff, available under Corporate Information/Policies, on the main NMIT website: <http://www.nmit.ac.nz>)