

Library Textbook Policy

Commencement Date: 1 December 2008

Category: Library

1. PURPOSE

This policy is to ensure that decisions regarding textbook adoptions and recommended readings are made with sufficient lead time to confirm availability of the requested materials and, where possible, ensure maximum availability of textbooks.

2. APPLICATION

Authorised users of the Curtin Library

3. EXCEPTIONS

Nil

4. DEFINITIONS

Book supplier

Book supplier engaged by Curtin Singapore Library, with approval from Pro Vice-Chancellor, to supply textbooks to the Singapore Campus for at least two weeks at the start of each study period.

Textbook

Includes books and recommended readings, but not limited to software application and/or media bundle designed to be used in a course conducted at Curtin Singapore.

5. POLICY STATEMENT

Library staff shall provide a high quality service in the provision of textbooks and required readings and shall use their best endeavours to have available textbook materials and recommended readings required by Curtin Singapore staff and students.

Textbooks and recommended readings shall be available in the Library in accordance with the various agreements with the external program providers.

All textbooks and recommended readings for use on the campus shall be approved by the Office of the Pro Vice-Chancellor and purchased in accordance with approved purchasing procedures.

Textbooks and recommended readings required for each unit shall be ordered only through the book supplier approved by Pro Vice-Chancellor upon recommendations from Curtin Singapore Librarian and Director of Academic Services.

6. OBJECTIVES

The objectives of this policy are to ensure that textbooks and recommended readings for units run on the Campus shall be given priority in both space and funding.

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Librarian
Review Date	08 October 2012

Revision Ref No.	Approved /Rescinded	Date	Committee / Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	NIL
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of Logo and Format
Version 2	Approved	08 Oct 10	Executive Committee	Executive Committee Meeting Minutes