

## LIBRARY POLICY

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## 1. POLICY PURPOSE

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The policy aims to establish guidelines for effectively managing, accessing, and using digital library resources and services at iQ Academy. It also aims to support academic endeavours by providing students, faculty, and staff with equitable access to high-quality learning materials, digital resources, and support services that enhance the teaching and learning experience.

## 2. POLICY SCOPE

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The policy applies to all Q Academy library resources, services, users and operations.

## 3. TERMINOLOGY

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The following terminology is defined:

- **Electronic Resources:** Information resources that are digitally encoded require computerised devices. This includes online databases, eBooks, and digital journals, which may be accessed through the Internet or other networked systems.
- **EBSCOhost:** A comprehensive online reference platform providing access to various full-text databases and resources.
- **Prescribed Readings:** Books or materials specifically required for a course or module, identified by faculty and sourced by the librarian to ensure alignment with academic objectives.
- **Recommended Readings:** The librarian also sources additional books or materials suggested by faculty to enhance students' understanding of course content.

## 4. EBSCOHOST

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EBSCOhost is a comprehensive online reference platform that provides access to a wide range of full-text databases and resources from various trusted information providers. At iQ Academy, two key EBSCOhost packages are available: Business Source Elite and the eBook Business Subscription Collection.

The eBook Business Subscription Collection provides access to a substantial collection of business-related eBooks. This collection supports students with resources for business research, special projects, and entrepreneurial needs. Topics include marketing, finance, economics, human resource management, Supply chain management, entrepreneurship, and more, enabling students to access diverse and relevant materials tailored to their studies and professional growth.

## 5. LIBRARY HOURS

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iQ Academy's subscription to the digital library, EBSCOhost, is accessible through the Virtual Campus and is available 24/7 to all students, faculty, and staff. This ensures uninterrupted access to a wide range of academic resources, including journals, eBooks, and research databases, anytime and from any location. Designed to support distance learning, the 24/7 availability of the online library allows users to engage with library materials at their convenience, accommodating diverse schedules.

## 6. LIBRARY MEMBERSHIP

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Library membership may be granted to the following stakeholders:

- Staff: All permanent, temporary and contract employees of iQ Academy.
- Registered Students: All students who are registered with iQ Academy for study of an accredited qualification.
- Duration of Access: Access to digital library resources is valid for the duration that a staff member is employed with iQ Academy or the duration that a student is registered at iQ Academy.
- Membership Fees: Membership to the library is free to staff and registered students.


## 7. COLLECTION DEVELOPMENT

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The library collection at iQ Academy is strategically developed to support the institution's teaching, learning, and research goals. Faculty members play an integral role in this process by providing a curated list of prescribed and recommended readings for each programme. The librarian sources these readings from EBSCOhost to ensure relevance, quality, and alignment with academic objectives.

Prescribed and recommended books identified by faculty are purchased under specific licensing agreements through EBSCOhost. These licensed resources become part of iQ Academy's dedicated online library collection, which supplements the broader library resources already available from the institution's subscription to the EBSCOhost databases.

This dual-layered approach ensures that students and faculty have access to a diverse and comprehensive collection of academic materials. While the general EBSCOhost database offers a wide range of journals, eBooks, and research content, the licensed, prescribed and recommended readings form a targeted resource pool tailored specifically to the curricular needs of iQ Academy's programmes.

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Collection development ensures that the library remains aligned with academic standards, provides resources relevant to South African higher education contexts, and supports students in learning outcomes. The emphasis on digital licensing allows iQ Academy to maintain a cost-efficient, accessible, and sustainable library service for its online academic community.