

 S P Jain London School of Management	Learning Resources Development Policy
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1. Purpose

The Learning Resources Development Policy is intended to ensure that staff and students have access to the necessary learning resources to support their learning, development, scholarship and research. The policy ensures that the School's learning resources develop and maintain a range of relevant, current and appropriate resources to support staff and students..

2. Scope

The School aims to:

- Develop and deliver the resources required to support learning and teaching in a rapidly changing environment
- Provide Library and Learning Resources Inductions to all new students and staff upon joining the School.
- Provide a predominantly electronic learning resources collection while maintaining appropriate print collections.

The School provides a rich collection of electronic resources (eResources) with a strong focus on programme-related information and reference support. This is supplemented by a small collection of printed books. The overall collection will contain both print (hard copy) and eBooks in areas relating to the programmes on offer. In addition, online databases will be provided for research with access to on-campus printing, scanning, photocopying and wireless connectivity.

The School will have access to Library support in relation to accessing the eResources from S P Jain Global. The Student Experience Directorate will administer the local collection but will liaise with the qualified Librarians from S P Jain Global on its development.

3. Policy Principles

- a. That appropriate resources will be provided to support teaching and learning, scholarship and research
- b. The Student Experience Team in the UK will act as the most convenient point of access

for the required materials and information. Library users will be made aware of library resources and services.

- c. The School's aims to provide primarily electronic and digital resources. Where a book is not available online, advice will be sought and provided on suitable electronic alternatives where possible. Electronic materials will be available through the library catalogue and via the library Knowledge Portal course on Blackboard 24/7.
- d. When considering purchasing new resources, the following will also be taken into account:
 - i. that materials are relevant, accessible and provided in a timely fashion
 - ii. that materials represent diverse academic perspectives of pertinent topics and issues.
 - iii. that materials are presented accurately, clearly, and in a readable manner.
 - iv. The School will maintain an extensive collection of reference books, journals, periodicals, e-journals and electronic databases to meet the informational needs of students and staff.

4. Collection Development and Review Process

- a. Teaching, learning, scholarship and research of staff and students will be supported through careful selection and purchase of learning resources. Preference will be given to the purchase of eResources, which are available to students at their convenience.
- b. Requests for additional/new resources to be added to Resource lists, both in print and electronic format, should be sent in writing via email to the Director of Student Experience. All faculty must first seek approval from their respective Programme Director(s) to ensure request(s) for new resources are appropriate.
- c. To ensure sufficient time is provided for the procurement of new resources, Staff are required to meet the following deadlines:

Resource List deadlines:

- Semester 1 (Sep/Oct Start Date): The first Monday in July
 - Semester 2 (Jan/Feb Start Date): The last Monday in October
 - Semester 3 (June Start Date): The first Monday in April
- d. Multimedia and learning tools such as e-journals, online simulations, podcasts and case studies will be purchased where these are required to support the policy objectives. Requests for case studies and simulations to support teaching and learning should be submitted in writing via email to the Director of Student Experience. To ensure sufficient time is provided for the procurement of case studies and simulations, staff are required to provide at least 4 weeks' notice for these items.
 - e. When seeking advice on resources, the qualified Librarians from S P Jain Global will advise on the relevance to the School's programmes, the learning outcomes of each programme, the number of copies required to support the student cohort, the date of issue, the profile of the author, and whether the material is a seminal work and/or an emerging area of scholarship. The librarian will also consider:

- f. The decisions of purchasing and acquisitions will be made according to the teaching and learning needs of the faculty members and in consultation with Programme Directors, the Dean, The Director of Student Experience and/or the qualified Librarians from S P Jain Global to ensure that they are appropriate.
- g. For each course that is delivered, the Library will hold copies of the prescribed (core) and recommended texts.
- h. Other than in exceptional circumstances, all book orders and journal subscriptions for resources required as working tools or professional reference by staff will be purchased by the Student Experience staff.
- i. The School will accept gifts of materials that fall within the scope of the Learning Resources Development Policy where appropriate
- j. At regular intervals, the School will seek feedback from users about its collections and their relevance to the School's curriculum. On the basis of feedback from users and following ongoing review and replacement of collections to ensure currency and quality, updates will be made to each collection.
- k. Deselection of library materials is essential to ensure an active, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Advice will be sought from qualified Librarians from S P Jain Global when conducting ongoing evaluation and for maintaining the quality of the collection. As an overall principle, the Library will retain a single, 'last copy' of all titles held. Superseded editions will generally be withdrawn unless they continue to provide valuable, relevant information.
- l. SPJ London staff, including Programme Directors, the Dean, and Director of Student Experience, will seek input from qualified Librarians from S P Jain Global on reading list content at the programme design and development stage to:
 - Contribute to the revision and approval reading lists.
 - Identify and promote electronic alternatives to printed resources where appropriate.
 - Advise on copyright clearance and document digitisation.
 - Provide advice to staff and students via email
- m. Student services will:
 - Ensure that reading lists and associated electronic resources are available in Blackboard.
 - Ensure that e-books and e-journals are obtained along with digitised book chapters and journal articles as appropriate