



Working Together

Learning Resources Policy

February 2010



**INVESTORS
IN PEOPLE**

1.0 Introduction

This policy relates to the maintenance and development of the College's centrally-held learning resources.

2.0 Scope

This Policy covers the selection, acquisition, maintenance, withdrawal and disposal of the College's centrally held learning resources.

3.0 Key Principles

3.1 Learning Resources

3.1.1 The College provides quality centrally-held published learning resources to support learning and teaching in Borders College. The College also provides quality electronic resources of information.

Both printed and electronic resources provided by the College are managed by the Heriot-Watt University Library Service, as laid out in a Service Level Agreement. As such, Borders College staff and students will have access to the wider Heriot-Watt University printed collection at the Edinburgh Campus.

Through the post of the Further Education Liaison Librarian, Heriot-Watt University Library Service and Borders College will ensure that all centrally-held Borders College learning resources will be:

- Up to date
- Relevant to the courses currently being delivered
- Appropriate to the abilities of the users
- Provided in a range of formats
- Inclusive of diverse races, religious faiths and beliefs, disabilities, genders, ages and sexual orientations in subject content in alignment with the College's Equal Opportunities Policy
- In good condition

3.2 Acquisition of New Learning Resources

3.2.1 Resources to support current courses

It is the responsibility of Heads of Departments to utilise their Library budgets to acquire relevant and sufficient centrally-held learning resources to support the requirements of their learners and staff. The FE Liaison Librarian will keep publishers' and other suppliers' information to assist curricular staff.

As each periodical subscription is due for renewal, the FE Liaison Librarian will request the appropriate Head of Department give authorisation for renewal. New resources, except for periodicals, will be sent direct to the Heriot-Watt University Library at Edinburgh where they will be classified and catalogued before they are made available for loan at the Scottish Borders Campus. As per the Service Level Agreement, the process of classification and cataloguing should be completed within one week of reception at the Edinburgh Campus. A bibliographic record of all printed resources will be placed on the Shared Online Catalogue.

3.2.2 Equal access to resources

The Library fully supports the principle of equal opportunities and aims to offer a non-discriminatory environment for all involved in the College and its work. To this end, the FE Liaison Librarian will work with College staff to acquire, where possible, learning resources in alternative formats to meet a variety of needs and abilities. The FE Liaison Librarian will keep information on publishers and suppliers that can provide learning resources in alternative formats to assist curricular staff.

3.2.3 Resources to support newly approved courses

Minutes of the Borders College Approvals Committee will be forwarded to the FE Liaison Librarian. Once a new course is offered, the FE Liaison Librarian and the relevant Head of Department will liaise regarding new learning resources required to support that course.

3.2.4 Cross-college learning resources

It is the responsibility of the FE Liaison Librarian to utilise the central Library budget to acquire relevant centrally-held resources of cross-college interest to support the current requirements of learners and staff. These will include resources in a variety of formats including subscriptions to sets of electronic resources.

3.2.5 Ordering new resources

Once appropriate members of staff have agreed or recommended resources for acquisition, the FE Liaison Librarian will prepare all orders for centrally-held learning resources. All orders will be forwarded to Heads of Department or appropriate budget holder for authorisation. All orders are then sent to finance for processing.

3.3 Maintenance of existing learning resources

3.3.1 Physical condition

Library staff will check the physical condition of learning resources and will identify all in condition too poor to be of further practical use.

For subject-specific resources, the FE Liaison Librarian will request permission to order replacement resources.

For central reference resources, the FE Liaison Librarian will order replacement resources.

3.4 Disposal of learning resources

Over a one-year period, learning resources that no longer meet the criteria in 1 shall be identified and disposed of thus:

3.4.1 Curricular resources

Library staff will identify resources in the following categories:

- Publication date more than 10 years ago
- Not issued for loan in past 5 years
- Subject-content clearly out of date
- Editions/version of resources for which later editions/versions are currently in Library stock

3.4.2 Periodicals

All periodicals shall be kept for 1 year. After this period, these shall be offered first to the relevant curricular department, then to staff and learners generally, and thereafter recycled if not required. Newspapers shall be kept for 1 year and then recycled.

3.4.3 Cross-college learning resources

Over a one year period, Library staff under the supervision of the FE Liaison Librarian will undertake a review of the cross-college resources in the Campus Library and Newtown Learning Centre. The FE Liaison Librarian will upgrade as far as budget allows and superseded materials shall be recycled.

3.4.4 Disposal

A record of all resources withdrawn from Library stock shall be kept for the purposes of audit.

For a short period, print-based resources (excepting periodicals) shall be offered for sale at a nominal charge to all learners and staff. All proceeds shall be used by the FE Liaison Librarian to purchase learning resources.

Resources not sold shall be offered to BookDonors or similar.

3.5 Reporting

3.5.1 Acquisitions

Monthly statements of recent acquisitions of learning resources will be distributed to curricular staff and posted on the Library notice board on the college VLE.

3.5.2 Disposal

The FE Liaison Librarian will keep a record of all resource reviews and withdrawals for five years.

4.0 Responsibilities

- 4.1** The Senior Management Team is responsible for setting the Learning Resources Policy.
- 4.2** The FE Liaison Librarian and Middle Managers have responsibility to apply the policy.
- 4.3** The FE Liaison Librarian has a responsibility to issue proper guidance of the policy.

5.0 Related Documents

- 5.1** Guide to the Library Service

6.0 Review

- 6.1** This Policy will be reviewed every two years.



1 Rapid Equality Impact Assessment Tool

The rapid impact assessment tool requires you to consider the impact your proposal will have on people. Defined below are the types of proposals that require impact assessment, the type of groups the proposal may impact upon and what is meant by an impact.

Definitions

“Proposal” means any policy, procedure, strategy, guide or publicity material created to support the business of Borders College.

“Groups” means a subset of our staff, students or other College stakeholders defined by:

- race,
- disability
- sexuality
- faith
- employment
- income
- gender,
- transgender
- religion
- age
- health

“Impacts” means an effect on:

- employment
- race relations
- lifestyle
- finances
- safety
- ability to access our education services
- ability to complete studies successfully
- discrimination against any Group
- working conditions

Rapid Impact Assessment

What Impacts may there be from this Proposal on any Group's ability to use the College services?

Policy: Learning Resources Policy

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
Staff and students are able to access quality controlled, centrally-held learning resources. Staff and students have access to learning resources held at the main Heriot-Watt University Library. Paragraph on equal access added. The Library will assist curricular staff in identifying learning resources in suitable formats to meet the needs of learners. Where possible, the Library will provide learning resources in a variety of formats to meet the needs of all learners.	
Actions taken to alleviate any negative Impacts: N/A	
Recommendations:	

From the outcome of the Rapid Impact Assessment have negative impacts been identified for race or other equality groups?

No

Has a full Equalities Impact Assessment been recommended?

Yes

No

Reason for recommendation:

Manager's Signature: _____ Date: _____

Status:	Approved by the Joint Consultative Committee
Policy Dated:	February 2010
Author:	Further Education Liaison Librarian
Review Date:	January 2012
Equality Impact Assessed:	January 2010