



Working Together

Learning Resources Policy

June 2018

History of Changes

Version	Description of Change	Authored by	Date
May 2014	Update the dates on front cover and footers throughout. Page 3/ Point 3.1.1 - Superficial rewording for clarification. Change of review dates at the end of the document. Addition of Version Control Table.	Jamie McIntyre	29/4/2014
June 2016	Update the dates on the cover and footers throughout. Point 3.1.1 added a new statement that Borders College has adopted an e-preference when acquiring new resources. Changed every reference to <i>FE Liaison Librarian</i> to <i>Librarian</i> to reflect potential changes in the staffing structure in the library. 3.2 Paragraph altered as Heads of Faculty may not always hold budgets for learning resources.	Jamie McIntyre	30/5/2016
June 2018	Change FE Liaison Librarian throughout to Campus Library Manager following changes to staffing structure in 2016. Change references throughout to Heads of Faculty to all “teaching staff” or “curricular staff”. Change of dates on title page and in footer.		

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. Borders College has adopted an e-preference for learning resources, meaning new resources will be provided electronically where possible, unless the requestor stipulates an alternative format.

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 a wider collection of printed learning resources held mainly at the University's Edinburgh Campus.

Through the post of the Campus Library Manager, 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 all protected characteristics in alignment with the College's Equalities Diversity and Inclusion Policy
- In good condition

3.2 Acquisition of New Learning Resources

3.2.1 Resources to support current courses

It is the responsibility of all teaching staff to ensure that there are sufficient learning resources to support the requirements of their learners.

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 Campus 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 Librarian will work with College staff to acquire, where possible, learning resources in alternative formats to meet a variety of needs and abilities. The 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 Librarian. Once a new course is offered, the Librarian and the relevant member of teaching staff will liaise regarding new learning resources required to support that course.

3.2.4 Cross-college learning resources

It is the responsibility of the 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. The Library Manager will adopt the College's e-preference, seeking to provide learning resources in a digital format in the first instance.

3.2.5 Ordering new resources

Once appropriate members of staff have agreed or recommended resources for acquisition, the Librarian will prepare all orders for centrally-held learning resources. All orders will be forwarded to the learning resources 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 Librarian will request permission to order replacement resources.

For central reference resources, the 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 Librarian will undertake a review of the cross-college resources in the Campus Library and Newtown Learning Centre. The 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 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 appropriate curricular staff.

3.5.2 Disposal

The 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 Librarian and all teaching staff have responsibility to apply the policy.
- 4.3** The Librarian has a responsibility to issue proper guidance of the policy.

5.0 Related Documents

- 5.1** Guide to the Library Service
- 5.2** Equalities Diversity and Inclusion Policy

6.0 Review

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

Equality Impact Assessment

(Rapid impact assessment tool)

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)
<p>Staff and students are able to access quality controlled, centrally-held learning resources.</p> <p>Staff and students have access to learning resources held at the main Heriot-Watt University Library.</p> <p>The Library will work with staff and students with print or learning difficulties to source materials in suitable alternative formats.</p> <p>The Library will use software, screen readers and other assistive technologies to aid students with visual impairments or other print disabilities.</p> <p>When choosing new resources, the Library will be inclusive of all protected characteristics in alignment with the College’s Equalities Diversity and Inclusion Policy.</p>	<p>Staff and students who do not have stable Internet access off-Campus may be disadvantaged by an e-preference when acquiring new resources.</p>
<p>Actions taken to alleviate any negative Impacts:</p> <p>Continue to provide borrowable print copies of core texts. Direct staff and students who fall into this category to other free Wi-fi providers such as the public library network and local businesses.</p>	
<p>Recommendations:</p>	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

No

Has a full Equality Impact Assessment been recommended?

Yes

No

Reason for recommendation:

Status:	Approved by the Joint Consultative Committee
Policy Dated:	June 2018
Author:	Campus Library Manager
Review Date:	June 2020
Equality Impact Assessed:	June 2018