

**Approval Date & Version:** July 2019, Ver. 1.4  
**Approved by:** Academic Board (AB)  
**Next Review Date:** January 2020

**External Reference Points:**

External Source	Reference Points
UKQC- Core Practices	<ul style="list-style-type: none"> <li>The provider has sufficient and appropriate facilities, learning resources and student support services to deliver a high-quality academic experience</li> </ul>
UKQC- Advice and Guidance	<ul style="list-style-type: none"> <li>Learning and Teaching</li> </ul>
Awarding Body Reference	<ul style="list-style-type: none"> <li>Programme Specifications</li> <li>London Met Academic Regulations</li> <li>London Met Quality Manual</li> <li>Pearson BTEC Recognition of Prior Learning Policy</li> </ul>
Other reference Points	<ul style="list-style-type: none"> <li>NCL Quality Assurance Manuals</li> <li>Student Handbooks/ Course Handbooks</li> <li>Teaching and Learning Policy</li> <li>London Metropolitan University (2014), "Library services collection development policy"</li> </ul>

**1. Introduction:**

1.1. The policy provides a basis for the funding and acquisition and management learning resources and the establishment and maintenance of library and learning resource centres which meet the needs of students and staff.

**2. Aims of the Policy:**

- 2.1. The aims of the policy are to:
- 2.1.1. Develop a budget and arrange adequate funding to:
  - 2.1.2. Maintain and enhance physical and IT infrastructure for existing library and learning resources centres (based at the Ilford and Gants Hill campuses).
  - 2.1.3. Acquire and maintain adequate learning resources (such as books, e-books, journals, magazines) so as to support all courses offered by the College.
  - 2.1.4. Acquire relevant training and demonstration software.
- 2.2. Set out the principles that guide the management of collections of learning resources and access to them.
- 2.3. To have in place facilities, equipment, technologies, materials and teaching and learning resources (such as books, periodicals, online videos, study packs, journals) so

that staff and students are confident that they have adequate learning resources in place as prescribed in course and module specifications.

### **3. Policy:**

- 3.1. Create yearly budget and make funding available for the acquisition of equipment, software, technologies and learning resources.
- 3.2. Review the effectiveness of facilities, equipment, software, technologies, and materials in relation to teaching and learning resources with reference to feedback from academic meetings, complaints and suggestions by staff and students, documents or feedback from course validation events and recommendations by external reviewers.
- 3.3. Produce, maintain and update lists of all learning resources every 12 months and keep resources up-to-date and relevant with respect to the college curriculum. Suggestions for enlisting learning resources are welcomed from academic staff, students, external reviewers, and notes/minutes of academic meetings, programme specifications and unit specifications.
- 3.4. Suggestions for the procurement of learning resources should be given in advance of demand; normally three months' notice should be given.
- 3.5. Provide sustainable and flexible access to learning resources and reduce reliance on print resources wherever possible; preference is given to e-format taking into account ease of access, value for money and the risk of loss or damage.
- 3.6. Making use of Open Access Resources which are freely available peer-reviewed or scholarly material published according to an open access model (free to read online, free to share digitally, free to re-use subject to attribution) and make them available to students through the College's VLE platform.
- 3.7. Produce bespoke study guides for all programmes, distribute print copies of study guides to each student and make the resources available on the VLE.
- 3.8. Staff and students are not allowed to borrow any print copy books.
- 3.9. All print copy books are to be bought from Amazon. If used books are available of less than 2 years old and are substantially cheaper to acquire, used books are preferred over new books.
- 3.10. Any learning resources which are no longer used or out of date should be removed.

### **4. Annual Library and Learning Centres Budget:**

#### **4.1. Library and Learning Resource Infrastructure:**

- 4.1.1. Number of centres: 2 (1 in Ilford and 1 Gants Hill).
- 4.1.2. Number of Workstations: 1 PC for every 30 students (maximum of 5 years old) equipped with MS Office/similar software.
- 4.1.3. Seating arrangements in the Centres:  
Work stations- 1 table with PC for every 30 students.
- 4.1.4. Group study tables- 4 tables
- 4.1.5. Photocopiers: 2
- 4.1.6. Printers: 2
- 4.1.7. Demonstration/ training software installation: Minimum 10 Workstations
- 4.1.8. Wi-Fi hubs

4.2. **Library and Learning Resource Materials:**

- 4.2.1. Number of books per core text book: 5 copies (maximum of 5 years old).
- 4.2.2. Number of books per recommended text book: 3 copies (maximum of 5 years old).
- 4.2.3. Study guide for all programmes: 10 study guides per unit
- 4.2.4. Number of journals subscription: 151 (Emerald Insight)

4.3. **Budget:**

- 4.3.1. Zero based budgeting with a maximum allocation of £50 per student enrolled based on numbers as on the 31<sup>st</sup> of July every year.
- 4.3.2. Budget holder: Head of Academic Services
- 4.3.3. Budget approved by: Principal's Executive Group
- 4.3.4. Acquisition by: administration teams
- 4.3.5. Budget period: 01 August – 31 July
- 4.3.6. Items acquired must be relevant to current and future courses