LEARNING RESOURCE CENTRE & LIBRARY LOANS POLICY

Process Area	**Student Services**
Reference Number	**STS/016**
Directorate	**Client Services**

Issue No	Date	Details	Author	Approved	Next Review
001	Mar 2013	First issue – This policy combines STS/008 LRC Policy and Procedure with STS/003 Libraries Loan Policy	LMcK	BD	Mar 2016
002	Mar 2016	Reviewed with minor amendments	FMC	Governing Body	Jan 2017
003	Jan 2017	Reviewed with minor amendments due to the introduction of an on-line portal system for the management of mobile devices through the Learning Resource Centres.	FMC/RS	Governing Body	Nov 2019
004	Nov 2019	Reviewed with significant amendments.	FMC/RS	Governing Body Education Committee	Jan 2023
005	Jan 2023	Reviewed with minor changes	RS	Governing Body	Jan 2026

If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.

1. POLICY STATEMENT

The Learning Resource Centre (LRC) is committed to supporting the learning and teaching needs of all students and staff, through the provision of a quality driven customer service. The LRC is committed to providing equitable access to all users. This policy is designed to be flexible and responsive to the changing needs of users and will be implemented in conjunction with all other LRC regulations and guidelines. The purpose of this policy is to provide information about accessing and borrowing resources from Southern Regional College's Learning Resource Centres.

2. SCOPE

This policy applies to all LRC users.

3. DEFINITIONS

LRC	The Learning Resource Centre (LRC) hold resources which support the learning and teaching in SRC.
Student	Person undertaking a programme of study at the College.
LRC User	All staff and students registered with the SRC.

4. PROCEDURE FOR IMPLEMENTATION

The Learning Resource Centre endeavours to support the learning and curriculum needs of Southern Regional College students and staff by providing access to relevant resources to support teaching and learning.

4.1 Borrowing of Books / Kindles

- All books/kindles are available for students/staff to borrow once they have been issued with a valid student ID card.

- An item may be reserved through the Heritage Library Management system or by contacting a member of the LRC staff.

- A valid SRC Student or Staff ID card is required to complete a loan transaction.

- Borrowing procedures must be followed before resources are taken out of the Learning Resource Centre.

- The Learning Resource staff member has discretionary powers to lend, refuse or recall any item at any time.

- Resources borrowed are for the sole use of the borrower.

- Users are responsible at all times for their own materials and equipment whilst in the LRC. Personal devices may be used in the LRC.

- LRC users are solely responsible for all items borrowed on their cards. Users should report lost or stolen cards to LRC staff immediately. Books/kindles are lent for two weeks at a time.

4.2   Conditions of a Book/ Kindle Loan

- The lending period of books/kindles may be renewed twice, providing that they are neither overdue, nor required by another LRC. As long as there are no overdue books/kindles, renewing can be done by the following methods:
  - o   In person at the issue desk
  - o   By telephoning the campus
  - o   By email

- Users must treat LRC materials with due care and consideration. LRC users must pay compensation for damage to, or loss of LRC material. Any significant defects should be pointed out to staff before proceeding to borrow. LRC users who are unable to return library items must pay for the cost of a replacement. A non-refundable administration charge will be made.

- LRC users cannot borrow a second copy of an item they already have on loan.

- LRC users cannot create a request for an item they already have on loan.

- The LRC will notify all borrowers of their overdue items by email. If items are overdue, borrowing privileges will be withheld until the overdue items are returned or renewed. Overdue items must be returned or renewed immediately on receipt of an overdue e-mail notification.

- An item which is currently on loan by another user may be reserved by email. If the item is currently on loan to a member of staff it will be recalled. On its return to the LRC, the item will be held for one week and the requester will be notified.

4.3   Borrowing of Equipment

- Loan Equipment is available to all members of staff, both teaching and non-teaching subject to availability for College business use.

- Loan Equipment is available to students to borrow through their Learning Support Co-ordinator. This is for the sole use of the borrower.

- Staff who wish to borrow loan equipment must apply through the LRC Loans equipment portal accessible on SharePoint.

- Equipment will be issued only on the approval of an individual's line manager for work related to their role in SRC. The line manager must state clearly on the form the reason(s) why their staff member needs equipment. College Business will not be accepted as sufficient. The reasons must be stated why the staff member needs the equipment.

- Staff will receive the equipment the day following the approved request subject to availability and fully completed loan request forms (signatures etc.). Staff have two weeks after the approved request to collect the equipment. If not collected within this period the equipment will be allocated to the next person on the waiting list. Staff that do not collect the equipment and wish to borrow equipment at a later date will have to complete a new application via the online portal.

- Equipment is loaned to support students through their Learning Support Co-ordinator.

- The length of the loan
  - o   Full-Time staff – up to 1 year
  - o   Part-Time staff – up to 3 months to facilitate short-term contracts.
  - o   Event Specific – up to 2 weeks for specific event

- o Equipment loaned to members of the Senior Management and Curriculum Area Managers (CAMS) are annual loans which are recalled annually to be checked.
- o Students - maximum period of 1 academic year or shorter period as specified by the Learning Support Co-ordinator.

4.4 Conditions of an Equipment Loan

- Staff and students should be aware that in borrowing equipment, such equipment remains the property of the Southern Regional College. Staff borrowing equipment must fully comply with the terms and conditions of the loan agreement in accordance with the Network Acceptable Use Policy and return equipment when requested to do so.

- Regular updates must be completed by staff on their loan device as and when requested by the IT department.

- Staff and students must take due care of such equipment when it is in their possession in accordance with the Network Acceptable Use Policy. Staff must return equipment to the LRC as outlined above and students must return equipment to their Learning Support Co-ordinator.

- The loan period for full time staff will be determined by his or her line manager for a maximum of one academic year. For all other staff, the loan period will be a maximum of 3 months. The loan type and period must be determined by the line manager who must state valid reasons why their staff member needs this equipment and complete the appropriate documentation. The loan period for students will be determined by their Learning Support Co-ordinator.

- Equipment may be renewed/extended only if the following apply:

  - o If there are valid reasons approved by the line manager via the online portal.
  - o If there is no waiting list, supported by completed loan forms.
  - o If the item is not overdue.

- Staff must bring the equipment to the LRC it was borrowed from to renew; including all associated cables etc.. LRC staff must be in possession of the item (no telephone renewals). Staff may be issued with a different device on renewal due to demand and upgrading requirements.

- If loan equipment becomes lost or damaged, staff must inform the LRC immediately and in the case of damaged equipment, must bring it to the LRC where it was issued. A loss or damage report must be completed by both the staff member and line manager. Further issue of this equipment will not take place until satisfactory completion of this report and it is returned to the appropriate LRC. Students must inform their Learning Support Co-ordinator immediately if equipment becomes damaged or lost.

- Damaged loan equipment must not be returned directly to the IT Department, but must be returned to the LRC from where it was issued. Students should return damaged equipment to their Learning Support Co-ordinator.

5. RESPONSIBILITIES

5.1 The Careers, Learning Resource and Student Activities Manager

The Careers, Learning Resources and Student Activities Manager shall:

- Provide strategic and operational leadership to the Learning Resource team in the provision of learning resources to staff and students.

- Manage the Learning Resource Officer.

- Ensure full implementation of the College policy and review regularly.

5.2   The Learning Resource Officer

The Learning Resource Officer shall:

- Ensure the implementation of the Learning Resource Centre Loans policy across all sites.

- Ensure the loans policy and procedure is adhered to by all Learning Resource staff.

- Liaise with academic staff to inform them of developments in the LRC.

- Monitor and evaluate that all LRC resources, in consultation with IT, Learning Support and Curriculum Managers, are fit for purpose.

- Engage with the Learning Support Manager to maintain compliance with this policy.

5.3   The Learning Resource Team

The Learning Resource Team shall:

- Issue and recall resources in accordance with the Learning Resource Centre Loans policy.

- Maintain a modern up-to-date electronic cataloguing and loans system and monitor evaluate and develop this on an ongoing basis.

- Monitor and evaluate computer and reprographic resources within the LRC in consultation with IT, to ensure that equipment is fit for purpose.

- Issue a photographic SRC ID Card with an accompanying lanyard and card holder to all full-time and substantial part-time FE & HE students during Central Registration. This will also include an induction every autumn term to familiarise users with resources and services including the use of ICT/ILT and information and research services.

- Advise students of the requirement to wear their photo identification card and lanyard at all times on College Campus and to scan on entering and leaving the LRC.

- Only provide a service to students who are compliant with the College's student identification policy.

- Advise students on requirements and procedures regarding replacement of lost or stolen photo identification cards and return of cards upon leaving their course.

5.4. Staff

Staff must:

- Comply with the Learning Resource Centre Loans policy. Failure to comply with this policy and procedure including the non-return of resources will result in staff being invoiced to pay for the cost of a replacement. Staff will be reported to their line manager for appropriate action and may result in their borrowing privileges being suspended.

- Provide reading lists to the Learning Resource team contact at least 6-8 weeks before the start of a course. This is to ensure that items can be made available to learners prior to the start of the course.

- Make the LRC team aware of any changes to course material or curriculum content including when resources are no longer required.

5.5 Students

Students must:

- Comply with the Learning Resource Centre Loans policy and the College's Network Acceptable Use policy.

- Scan in and out of the Learning Resource Centre using their valid SRC ID card.

- Undertake the LRC interactive induction before being able to use the resources and facilities.

- Updates must be completed by students on their loan device as and when requested by the IT department.

- Comply with all rules and regulations communicated within the interactive induction, including the borrowing procedure.

- Adhere to the expectations set out in the SRC Student Charter.

- Failure to comply with this policy including the non-return of resources will result in students:

  o Invoiced to pay for the cost of a replacement

  o Unable to enrol in future courses at the College

  o Unable to graduate

  o Subject to the Student Disciplinary procedure

6. DISTRIBUTION

- SRC Website
- SRC Policy Centre, SharePoint
- SRC VLE
- All Clients

7. RELATED DOCUMENTS

- Careers Policy
- Identification Policy
- Student Charter
- Network Acceptable Use Policy
- Disciplinary Policy – Students
- Disciplinary Policy – TFS & AppNI Participants
- Learning Support Policy
- SENDO Special Educational Needs and Disability (NI) Order 2005