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# Brunel University London Library Services

## Partner Institution Library and Learning Resources Provision

## Guidelines for assessing support for HE courses

These guidelines and pro forma are designed to assist in the evaluation of learning resources provided by Partner Institutions and to help staff at Partner Institutions prepare for university approval and review processes. It is expected that there will be close liaison between university library staff and relevant staff in the Partner Institution.

Senior staff from the university’s library are able to provide professional support in evaluating the services provided at Partner Institutions and would normally provide an overview of provision. However, the checklist can also be used by non-library professionals where the university visiting team does not include library staff. Where library staff are not present, they will need to review the checklist before progressing in order to identify and resolve potential licensing issues. Such issues will include specifying who, apart from the students on the course, should have access to Brunel’s resources.

Partner Institution library and learning resource services are expected to provide a service that is capable of supporting HE level study. The support provided by the university offers breadth and depth of support and learning resources materials.

Anyone considering developing a collaborative provision proposal should contact the University’s Global Engagement Office ([GEO](https://www.brunel.ac.uk/global-engagement/About-us)) in the first instance for guidance regarding the process and requirements to prepare a submission for approval.

**A. Checklist for Library and Learning Resources (LLR) at Partner Institutions**

The checklist is designed to provide an overview of provision at the Partner Institution. It will be used to inform the Institutional Approval process as well as providing background information for validation panels. It should be completed by the Partner Institution Librarian/Head of Learning Resources in collaboration with the university library director or nominee.

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| **INSTITUTION NAME:HEAD OF LLR:** | **Detailed information** | **Comments/Verification sign-off** |
| 1. **Learning Resources (LR) in the Partner Institution**
 |  |  |
| 1.1 Institution structure and the place of learning resources within it |  |  |
| 1.2 Funding mechanisms: how is the budget allocated/ is funding specifically targeted at HE provision? Funding available (£): |  |  |
| 1.3 Involvement of LR staff in course development/review |  |  |
| 1.4 Liaison between LR staff and teaching staff |  |  |
| 1.5 User feedback mechanisms |  |  |
| **2.** **Staffing** |  |  |
| 2.1 Number of FTE LR staff including number of professional staff |  |  |
| 2.2 IT staffing (if different) and IT support arrangements |  |  |
| 2.3 Staff training and development |  |  |
| **3.** **Estate** |  |  |
| 3.1 Number and location of library(ies)/learning resource centres |  |  |
| 3.2 Accessibility, including disabled access |  |  |
| 3.3 Number of study spaces: non-IT and IT |  |  |
| 3.4 Provision for silent and group study |  |  |
| 3.5 Staff working space |  |  |
| **4.** **Collections** |  |  |
| 4.1 Size of collections: a) books b) journals c) e-resources |  |  |
| 4.2 Quality/ currency of collections; development and review |  |  |
| 4.3 Multiple copies policy |  |  |
| 4.4 Loan policies and categories |  |  |
| 4.5 Provision of reference materials and special collections |  |  |
| 4.6 Provision of reading list titles |  |  |
| **5. IT Provision** |  |  |
| 5.1 Open access PCs (standalone/ networked) |  |  |
| 5.2 Core applications and specialist software |  |  |
| 5.3 Network access (including to Brunel resources and services) |  |  |
| 5.4 Print facilities |  |  |
| 5.5 Library Management System, Discovery systems etc |  |  |
| 5.6 Compatibility between IT provision at the partner institution and the university |  |  |
| 5.7 Identity and Access Management systems used |  |  |
| **6. User Support** |  |  |
| 6.1 Enquiries/advisory/Help desk services (library/IT) – include type e.g. webchat |  |  |
| 6.2 Induction |  |  |
| 6.3 Information skills training |  |  |
| 6.4 Access to specialist support |  |  |
| 6.5 User guides and handouts (electronic and print) |  |  |
| **7. Opening hours** |  |  |
| 7.1 Term time versus vacations + 24 hour opening? (Distinguish between building and staffed services) |  |  |
| **8. Wider access to resources** |  |  |
| 8.1 Interlibrary loans services |  |  |
| 8.2 Agreements with other library providers |  |  |
| 8.3 Access for partner institution staff to University resources |  |  |
| 8.4 Licensing for students /staff (do e-resources allow partner student access and are these counted in authorised users?) |  |  |
| 8.5 CLA licensing (Does the partner hold a CLA licence (or equivalent), and will the student cohort be reported in the partner’s or Brunel’s HESA (or equivalent) returns on student numbers?) |  |  |
| 8.6 Other services offered not covered above |  |  |
| 8.7 Is the service a member of other LIS professional groups/networks/associations? |  |  |
| **9. Other comments/information to note** |  |  |
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| ***Completed for Partner Institution*** | ***Verified for Brunel University London*** |
| *By: name/signature* | *By: name/signature:* |
| *Job Title:* | *Job Title:* |
| *Date:* | *Date****:*** |