

## Procedure 5.5 Library Procedures

|                    |             |                         |               |                    |                |
|--------------------|-------------|-------------------------|---------------|--------------------|----------------|
| <b>Prepared by</b> | Ian Fleming | <b>Reviewed by</b>      | Rose Aslan    | <b>Approved by</b> | Canan E. Celik |
| <b>Review No</b>   | 3           | <b>Next Review Date</b> | November 2025 | <b>Approved on</b> | 16/11/2024     |

**Procedure Issued:** April 2014

**Procedure Owner:** Principal / CEO

- ❖ This procedure is shared with our students and/or can be obtained:
  - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
  - on the desktops of all computers in the library on the top floor,
  - by emailing us at [info@docklandsacademy.co.uk](mailto:info@docklandsacademy.co.uk).
- ❖ Also, our students are informed about the main aspects of the procedure in the Student Handbooks, Induction Seminar and Learning Agreement.
- ❖ The procedure is reviewed and monitored on a regular basis for currency and fitness as part of our Annual 1.9 Policy and Procedures Review.

### 1. Introduction

- 1.1** The library collection has expanded immensely over the past years as a result of donations and acquisition of books to support almost all the programmes taught in the Academy.
- 1.2** The library is located on the second floor and has two partitions which give access to readers separated by soundproof partition. It has been designed to offer a comfortable workspace for learners. The library can only be used by the Academy students and staff, except when special permission is given to external visitors by the Reception.

### 2. Opening times

The library is open during term time every day from 09.00 to 17.00. It is closed during evenings. Efforts have been made to ensure that as much material as possible is on open access; however, it is necessary to keep some secured in the closed stacks. However, requests may be made to view all material.

### 3. Loan arrangements

- 3.1** Students of the Academy in academic residence have borrowing privileges and are required to present their ID card to be able to do so. Up to two items may be borrowed for up to 14 days. Borrowers may reserve items already out on loan to someone else and will be informed by email when they are ready for collection. For each borrowing, a Loan Arrangement Form (Appendix 1) is prepared and is stored by the Library Assistant.
- 3.2** All items must be returned by the due date. £2 fine may be applied per item for each day overdue as well as replacement and administration costs of damaged, defaced or lost books

will be charged to the person responsible. Loan Arrangement Form is updated by the Library Assistant when the item is returned in its original condition.

- 3.3** Renewals are allowed as many times as required so long as items have not been requested by other readers.

#### **4. Computers**

There are seven PCs in the library. These can be used to access and undertake research for assignments and to access e-journals, online resources and the Internet. Wireless connection is available in the library. The one on the left to entrance has a list of books in the library. Students can search books and other resources on that computer.

#### **5. Covid-19 Update**

Social distance measures have been implemented in the library following outbreak of Covid-19. Library books need to be returned to the reception or the book return box in the library where they will be sanitised and put back on the shelves after 72 hours for the use of the learners.

#### **6. Related Documents**

##### **6.1 Policies**

- 2 Academic Management
- 3 Teaching Learning Assessment
- 5 Student Support, Engagement and Learning Resources
- 7 Information

##### **6.2 Procedures**

- 1.5 Equal Opportunities
- 1.9 Review and Revision of Policies and Procedures
- 2.13 Access and Participation Statement
- 3.3 Encouraging Independent Learning
- 3.9 Remote Learning
- 4.6 Student Induction
- 5.1 Student Code of Conduct
- 5.2 Welfare Services and Pastoral Care
- 5.3 Equality, Diversity and Special Needs
- 5.7 Reviewing Learning resources
- 7.1 Review and Sign off PI
- 7.4 HE Public Information

##### **6.3 Terms and Conditions**

##### **6.4 External Reference Points**

- Office for Students (OfS) Requirements and Guidance at [\*Advice and guidance - Office for Students\*](#)
- UK Quality Code Advice & Guidance – Assessment at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/assessment>
- UK Quality Code Advice & Guidance – Course Design & Development at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/course-design-and-development>

- UK Quality Code Advice & Guidance – Enabling Student Achievement at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/enabling-student-achievement>
- UK Quality Code Advice & Guidance – External Expertise at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/external-expertise>
- UK Quality Code Advice & Guidance – Monitoring & Evaluation at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/monitoring-and-evaluation>
- UK Quality Code Advice & Guidance – Learning and Teaching at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/learning-and-teaching>
- UK Quality Code Advice & Guidance – Student Engagement at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/student-engagement>
- Higher Education Code of Governance (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- Equality Act – 2010 at <https://www.legislation.gov.uk/ukpga/2010/15/contents>



## LOAN ARRANGEMENT FORM

|  |  |                     |  |
|--|--|---------------------|--|
| Student Surname-First Name   |  |                     |  |
| Student ID Number  |  |                     |  |
| Course   |  |                     |  |
| Term   |  |                     |  |
| Books Borrowed   |  |                     |  |
| Title 1  |  |                     |  |
| Title 2  |  |                     |  |
| Title 3  |  |                     |  |
| Title 4  |  |                     |  |
| Title 5  |  |                     |  |
| Total Books Borrowed   |  |                     |  |
| Date Borrowed<br>Maximum 14 days   |  |                     |  |
| Library Assistant's Signature  |  | Student's Signature |  |
| Date Returned<br>Maximum of 14 days  |  |                     |  |
| Condition Returned   |  |                     |  |
| Missing Books No   |  |                     |  |
| Missing Title 1  |  |                     |  |
| Missing Title 2  |  |                     |  |
| Missing Title 3  |  |                     |  |
| Missing Title 4  |  |                     |  |
| Missing Title 5  |  |                     |  |
| Late Return Fine - £2<br>per book per day  |  |                     |  |
| Lost Book Fine – Full<br>Commercial Value  |  |                     |  |
| Total Fine   |  |                     |  |
| Librarians Assistant's Signature   |  | Student's Signature |  |
| Date   |  |                     |  |
| <i>Please fill additional form(s) and staple with original if all loaned books are not returned together</i> |  |                     |  |

