

# CANTERBURY COLLEGE POLICY

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## LEARNING RESOURCES

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EFFECTIVE DATE: December 2011

LAST REVIEWED: December 2011

REVIEWED BY: Ros Sykes

NEXT REVIEW: December 2013

POLICY LEAD: Director of Student Support Services

## **LEARNING RESOURCES - POLICY STATEMENT**

Canterbury College will provide access to a variety of resources to promote and support learning.

### **It is the policy of Canterbury College that:**

- 1) Environments and resources conducive to both individual and group learning will be provided
- 2) The range of resource formats will enable a variety of learning styles and reflect the additional needs of some learners
- 3) ILT will play a major role in resource provision
- 4) Staff will be trained to ensure that they are proactive and responsive to both organisational and curriculum change
- 5) The Learning Resources Policy will be consistent and complementary to all other College policies and in particular to the Single Equality Scheme, Safeguarding and Health & Safety policies
- 6) The monitoring of Learning Resources will be part of the College's Performance Review and Total Quality Management commitment

The policy as stated will be implemented in the following way:

**1. Learners will have access to resources for effective study and to resources which increase educational opportunity.**

1.1. The provision of study areas, resources and computer suites will be a central feature of the College's accommodation strategy. Room layouts will provide flexible environments including space for students to work on their own or in groups and for quiet study.

There will be a central facility easily accessible to all students and staff which will provide a welcoming environment and an atmosphere conducive to learning.

Additional study support for assignments, numeracy and literacy will be provided by the Drop in Support Centre Team at Canterbury and by staff managed by the Supported Learning Coordinator at Sheppey.

**2. Learning Resources Services will support and extend students' skills, knowledge and understanding and encourage personal development.**

2.1. A sufficient range of resources to suit all learners will be provided.

2.2. LRC staff will provide information and guidance concerning resources and encourage students to become independent in the use of resources in relation to their programme of study.

2.3. There will be a range of formats to support various learning styles. These will include audio and DVD resources as well as print and online resources.

2.4. Resource provision will take into account individual learners' needs. For example in the provision of specialist equipment or large print books where applicable.

2.5. There will be a regular programme of displays in the Learning Resources Centre.

2.6. Resources will be provided to support Functional Skills

2.7. There will be a programme of continual updating and the withdrawal of resources.

2.8. All students and staff will be encouraged to suggest new items for stock in the LRC. All stock will be recorded on the central catalogue which will be made available to learners and staff.

**3. IT resources will be an integral feature of curriculum delivery**

3.1. Learning resources throughout the College will offer access to a wide range of information learning technologies including information via the Internet, broadcasting networks, email and the College's VLE.

**4. Staff will be trained to ensure that they are pro-active and responsive to curriculum change**

4.1. All students and staff will be offered an induction to the central learning resources relevant to their programme of study. More detailed library user education and information skills training will be available where applicable. There will be assistance in the use of computer software, on-line services and other electronic and printed sources of information.

4.2. User guides to learning resources will be made available as necessary.

4.3. There will be effective liaison between the Learning Resources Centre and Sections and Faculties. Each Faculty will have a named contact within the LRC with responsibility for the purchase of new resources, withdrawal of stock no longer required and Learning Resources Centre support.

**5. The Learning Resources Policy will be consistent with, and complementary to all other College policies and in particular to the Single Equality Scheme, Safeguarding and Health & Safety policies**

- 5.1. All learners will be able to participate fully in resources based learning regardless of their age, disability gender or sexual orientation, marital status, race, religion or beliefs.
- 5.2. Resources will be avoided which exhibit discrimination and stereotyping
- 5.3. Resources will be included which celebrate a wide variety of ages, abilities and disabilities, sexes and gender reassignment, sexual orientations, races, religions and beliefs as well as marriage, civil partnerships, and pregnancy related issues.
- 5.4. Learning Resources environments will be clean, safe, healthy and stimulating environments with a range of information sources relating to health and safety.

**6. The monitoring of Learning Resources will be part of the College's Performance Review and Total Quality Management commitment**

- 6.1. There will be periodic reviews and evaluation of service provision in the light of changing needs.
- 6.2. Service Standards will be available and regularly reviewed.
- 6.3. Feedback from students via course reviews, triennial reviews, student forums, surveys and suggestions boxes will be recorded and appropriate action taken as a result.
- 6.4. Performance indicators concerning the use of the learning resources will be collated for quality monitoring.
- 6.5. There will be liaison with other libraries and professionals in the field to ensure standards are in line with provision in similar colleges.
- 6.6. There will be benchmarking against national standards.
- 6.7. Membership of CoLRiC (Council of Learning Resources in Colleges) will be maintained to ensure awareness of quality initiatives.