

Guidelines on the provision of information and IT learning resources for students on partnership programmes

Background

1. The purpose of this document is to provide guidance for those developing a new partnership programme which involves delivery with a partner. This document should be consulted early in the process of development and should inform the writing of the Business Proposal. Proposers are required, as part of the development process, to discuss learning provisions with colleagues responsible for learning resources. It is recognised that each academic partnership is unique and therefore the arrangements outlined in this document should be used to facilitate detailed discussions.

Key areas for consideration	Contact
Library Resources –	

Working with the Library

6. The Library provides both physical learning resources and online access to a variety of e-resources. The Library is responsible for managing the licences governing the use of these collections and also liaises with colleagues to ensure UoR adheres to copyright licences.
7. Due to the variations relating to licences for materials, there are a number of factors proposers should consider;
 - a.

- f. Restrictions apply to the provision of scanned material via Blackboard for courses run at a partner institution. All scanning requests must be handled by the Library in order to comply with UoR's CLA (Copyright Licensing Agency) licence. For programmes where students are based at the partner, the University's licence does not extend to the provision of scanned materials to these students from published print resources held by the Library on Whiteknights. The Library will endeavour to source alternative e-book options, but availability is not guaranteed.
- g. Students on programmes that involve a transfer element to UoR's UK based campuses will normally only receive full access to library resources once transfer and registration at UoR has taken place. For students to have access prior to transfer and registration at UoR, discussions must take place with the Library prior to submission of the Business Proposal. Extending resources to students prior to transfer may incur additional costs to the School.
- h. Joint awards with UK based partners may involve some negotiation on level of provision. This is governed by the factors outlined in point 7.

Access by staff of the partner institution

- 11. Some licence agreements allow access by staff teaching at a partner institution, but only for the purpose of supporting students on a UoR programme and usually only to support UK-based students. Access may be limited to other resources which are subject to licence agreements negotiated directly with suppliers. This requirement should be considered as part of completion of the Jisc toolkit as it may need to be included in any renegotiation with Service Providers.
- 12. Partner institution staff can often be given access to the same resources where student access has been granted. Further discussions need to take place with the Library to organise this.
- 13. Training in relation to the Library may be required for partner staff. Training requests must be scheduled with the Library on an annual basis with a minimum of three months advance notice.

Further planning

- 14. For advice on:
 - what resources are available to students through nationally negotiated licence arrangements
 - investigating the availability of other resources through negotiation with individual publishers or providers
 - how to address the resource needs of partner institution staff

Please contact Sue Egleton, Associate Director (Systems and User Services), s.egleton@reading.ac.uk, ext. 8781

Working with Blackboard

- 15. New programme proposers need to consider, at the planning stage,

- e. Timing of usage for students transferring from a partner to UoR.
- 16. Establishing if, why, and how Blackboard might be used for the delivery of the programme in the planning phase will ensure that central support and resources are in place for students to have a good excellent learning experience with the programme.
- 17. UoR's licence for Blackboard might cover use by students at Partner Institutions. Blackboard is, however, priced according to the number of student number users as reflected in the HESA returns and any additional student numbers will need to be factored into UoR's Blackboard licence. Advice should

Please contact your IT Business Partner or Steve Gough, Assistant Director, Information Technology, s.m.gough@reading.ac.uk, ext. 6212.

Monitoring of resources

25. Evaluation of learning resources provided by both UoR and the partner once the programme has commenced will take place in line with University policy through a combination of:
 - a. Student evaluations of modules
 - b. the Partner Programme Sub-Reports and Annual Programme Reports
 - c. Partnership annual review (Form 1)