



Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Policy/Practice (name or brief description):

- **Library Circulation policy changes as detailed below.**

Loan entitlements:

Maximum number of items for Staff and Research PGs: increasing from 40 to 60

Maximum number of items for Taught PGs: increasing from 40 to 50.

Maximum number of items for UGs: increasing from 25 to 30.

Maximum number of items for Alumni: increasing from 5 to 15

Renewals:

Renewal periods will be changed to a period of time rather than a number.

- 12 week Standard loans for up to 18 months from the initial issue date (instead of 3 renewal times).
- 4 week Standard for up to 6 months from the initial due date (instead of 3 renewal times)
- Short loans for 4 months from the initial issue date (instead of 15 renewal times)

Overdue notices:

1st and 2nd overdue loan notices will be sent by email only. Billing warning notices and billing notices will be sent by post and email.

Grace periods:

Standard loan grace period reduced from 6 days to 1 day. Grace period for requested items increases from nil to 1 day. Reason for this is that the Library system can only apply a standard grace period whether items are requested or not.

Fines:

Maximum fine for overdue Standard Loans and Short Loans increased from £5 to £10.

Maximum fine for requested items reduced from £25 to £10
Reason is that the Library system can only apply one maximum fine amount, whether the item is requested or not.

Daily fine for overdue Short Loan reduced from 50p to 40p

Reserve Loans will accrue fines including minutes when the library is closed. (Previously these minutes were not counted). Reason, this is the only way the new Library system works with this type of loan)

Requests:

Email notification of the requests for Short Loan items will now be sent out (previously there was no notification that the item was on hold)

Hold shelf:

Standard loans will be kept on the Hold Shelf for 5 days rather than 7. Analysis showed that very few standard loans are collected beyond 5 days.

These changes come on 29th June 2015

B. Reason for Equality Impact Assessment (delete as applicable):

- Proposed change to an existing policy/practice

C. Person responsible for the policy area or practice:

Name: Pam Clouston

Job title: IS Helpdesk Manager (Sites)

School/service/unit: Information Services

D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:

- affects primary or high level functions of the University Yes
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? Yes
- It is one which interested parties could reasonably expect the University to have carried out an EqIA? Yes

E. Equality Groups

To which equality groups is the policy/practice relevant and why? (delete any that are not relevant):

The Policy changes apply to all groups of students, staff and visitors, and so could include any or all equality groups.

Most of the new policies are more generous to all groups of users.

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief

- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

Add notes against the following statements where applicable/relevant:

- On any available information about the needs of relevant equality groups:

All equality groups are likely to benefit from the increased loan entitlements and there is no anticipated impact expected for the change from renewal time period changing from to a time period rather than a number. Although, notices for overdue items will only be sent by email if a user was for any reason unable to access an email account whether that be due to a disability or restricted income or any other factor related to a protected characteristic we would send out the notice in an alternative format such as a paper copy.

Email notification of the requests for Short Loan items will now be sent out and again these can be sent out in an alternative format such as a paper copy on request if for any reason an individual is unable to access an email account. The University offers free 24 hour access to PCs for staff and students and most members of the general public can access free PC access in public libraries.

The grace period on standard loans is decreasing and the maximum fine for standard loans is increasing and this may lead to larger fines and this may affect individuals who may have more difficulty accessing the library quickly, however as will all fines discretion will be used to take account of an individual's situation and any reasonable adjustments they have in place. In addition, the increase in these fines is offset by a reduction in the fines for requested items and overdue short loans.

We have consulted with the IS Disability Information Officer about the changes and the Student Disability Service .

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:

At this stage we feel we have sufficient information to progress. We will continue to monitor all feedback for any comments relating to any of the 9 characteristics and act accordingly.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:

We do not believe that these changes in practice will result in any form of prohibited conduct.

- If the policy/practice contributes to advancing equality of opportunity²

We believe that most of the policy changes will be beneficial to all users including those from all protected characteristics by simplifying procedures and by the increase in loan periods.

- If there is an opportunity in applying this policy/practice to foster good relations:
- We believe that most of the policy changes will be beneficial to all users including those from all protected characteristics, and so should foster good relations. It is hoped the deliberations within the EqIA and the provision of reasonable adjustments will show the seriousness with which the University takes Equality and Diversity Issues.

¹ Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

² This question does not apply to the protected characteristic of marriage or civil partnership

- If the policy/practice create any barriers for any other groups?
- We do not consider that any of the policy changes create barriers for any groups. For users on restricted incomes we offer free 24 access to PC's for students and staff to receive email alerts and general users are able to access free computer access in most public libraries. If it is impossible for any reason a user is unable to utilise an email address, we will make an exception and send out printed copies of notices (available in alternative formats upon request).
- How the communication of the policy/practice is made accessible to all groups, if relevant?
- The communication of the new policies will be made through a variety of methods, such as our accessible web pages, through MyEd announcements, by posters in the Libraries. All communication about the change in policy will be available in alternative formats upon request.
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
Feedback from students or other users will be monitored to determine any problems. The IS Disability Information Officer has been consulted about the policy change as has Student Disability Services.
- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations:
If for any reason a user is unable to utilise an email address, we will make an exception and send out printed copies of notices (available in alternative formats upon request). We will take into account any I reasonable adjustments when assessing fine appeals; we will use discretion and when discharging Reserve books which have been put in book bins overnight, or which are returned early the next day at Sites where there is no external book drop to use

F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):

Option 1: No change required – the assessment is that the policy/practice is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review.

State the reasons for this conclusion and the evidence used, if not already included in section G.

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State the reason for this decision, if not already clear from section G.

As per the answers above

G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).
 - [Monitoring feedback from users and identifying any positive or negative comments relating to any of the 9 characteristics and resolving any issues as best as possible.](#)
 - [Liaising with the Library system supplier to make changes in the system, to allow greater flexibility.](#)
2. When will the policy/practice next be reviewed?
 - The next time the policy or practice is altered or when there is any positive or negative feedback related to any of the 9 protected characteristics.

H. Publication of EqIA

Can this EqIA be published in full, now? Yes

If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqIA undertaken by [Pam Clouston, IS helpdesk Manager \(Sites\)](#)

Accepted by (name): To be completed

[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date: [17 June 2015](#)

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk