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): **Cultural Heritage Digitisation Service (creation of digital assets)**
High quality digitisation of cultural heritage collections for reuse in research, teaching, digital scholarship and wider engagement. Current service offerings include 2D photography, book scanning and sound and audio-visual digitisation

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B. Reason for Equality Impact Asessment (Mark **yes** against the applicable reason):

- Proposed new policy/practice
- Proposed change to an existing policy/practice
- Undertaking a review of an existing policy/practice
- Other (please state): **YES – formalisation of existing activity into ISG service**

C. Person responsible for the policy area or practice:

Name: **Rebecca Hirsch**

Job title: **Head of Digital Library**

School/service/unit: **Library and University Collections, Information Services Group**

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

- affects primary or high level functions of the University **No**
- 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? (add notes against the following applicable equality group/s)

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

- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership[1]

The service is relevant to all of the above listed equality groups, as it is available to and can be used by anyone. Requests for digitisation can be made in person through the Centre for Research Collections, by telephone, via email or through a digitisation request web form.

Staff running the service have received training in unconscious bias.

Requests for digitisation that may cause issues or offence in any of the above named areas will be considered on a case by case basis and digital images managed sensitively.

Age:

- There is no requirement for a user to provide age information when they use this service.
- In person requests are covered by the Policy for child Access to the Main Library but there is nothing to prevent anyone of any age from submitting a request by telephone, via email or through the above-mentioned form.

Disability

- There is no requirement for service users to provide information about any disability they may have in order to use the service.
- The service is available online 24/7 meaning if users cannot, or prefer not to, access the service in person, they can email a request, submit a request online or call on the telephone.
- The Main Library building is an accessible space, for those who wish to use the service in person. For example, it has accessible toilets, parking for disabled users and is fully wheelchair accessible.
- Information on the service and access to the service is available on the University website (EdWeb). EdWeb is governed by a Website Accessibility Policy, which is designed to be accessible as far as possible in line with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standard, including compatibility with assistive technology such as voice recognition software, screen readers or magnification software. In particular, EdWeb holds an Accessibility Statement, as per The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Race (including ethnicity and nationality)

- There is no requirement for service users to provide information about their ethnicity or nationality when using the service.
- The service is delivered in English, but as this is the main teaching language of the University, we do not envisage this to create any issues.
- Some of the material, once digitised, can be run through transcription software (OCR) which could potentially be translated e.g. using Google Translate.
- Otherwise, we do not anticipate any other barriers preventing people of different races, ethnicity or nationalities from using the service – requests can be made from anywhere in the world (countries where internet blocking occurs, specifically China and Russia, do not appear to have blocked the site)

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[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.

Religion / Belief

- There is no requirement for service users to provide information about their religion or beliefs
- The service is available 24/7, allowing flexibility during times of religious observance

Sex

- There is no requirement for people to provide information about their sex when they use this service (pronouns, marital status etc)

Sexual orientation

- There is no requirement for people to provide information about their sexual orientation when using this service.

Gender reassignment

- There is no requirement for people to provide information about their gender or any gender reassignment process they are undergoing when using this service.
- The Main Library has gender-neutral toilets, meaning users of the service in person do not need to select either male or female facilities
- If a service user's name changed while using the service (in this case as a result of gender reassignment), we would update their details in our systems if this information is shared with us. It would not prevent or influence their use of the service.

Pregnancy and maternity

- There is no requirement for people to provide information about whether they are pregnant or have children when using this service.
- The service enables the creation of digital content which can be viewed by people in their own time. This includes people with caring responsibilities.
- The service is in operation 24/7, meaning users can be flexible about when they request use of the service.

Marriage and Civil Partnership

- There is no requirement for people to provide information about their marital status when using the service (e.g., we do not request that people provide pronouns, which might indicate their status)

The University vision involves a continuing commitment to equality, diversity and inclusion for students, staff and the general public. The University has a single [Equality Strategy](#) to ensure that equality, diversity and inclusion are guiding principles in our pursuit of academic excellence.

Add notes against the following applicable statements:

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

We have undertaken engagement with the ISG Disability Information team, The Student Disability Service and the University Chaplaincy

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

At this time we feel we have sufficient evidence to proceed.

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

We don't envisage that the service will lead to any form of prohibited conduct for the reasons detailed above and below.

- The user of the service is subject to the [Library Regulations](), with a section on misuse and abuse of library services outlined in section 27
- Reasonable adjustments will be put in place for disabled service users, for example, someone with a visual impairment would be assisted in completing the digitisation request by a member of staff

- If the policy/practice contributes to advancing equality of opportunity[2]

The service will aid with advancing equality of opportunity because service users can view the material they have requested for digitisation in their own time and without restriction. As the service is available 24/7, and can be accessed via a variety of methods, it helps to advance equality of opportunity for example for people with caring responsibilities who may not be able to access the service during business hours, or disabled users who might find it challenging to access the physical service

- If there is an opportunity in applying this policy/practice to foster good relations:

It is hoped that by considering impacts, positive and negative, on all the protected characteristics via the service, and subsequently this EqIA, we are showing that the University is continuing its commitment to equality, diversity and inclusion. We have considered ways to mitigate and provide support and information to users in these groups.

- If the policy/practice create any barriers for any other groups?

The service is a paid service, meaning users are required to pay for material to be digitised, and this may prevent people of certain socio-economic statuses from using the service. We keep costs low by subsidising the work and charging in line with what other institutions charge for this type of work. Once the material is digitised, it can be viewed and downloaded by anyone with internet access for free (except for content that is private or has IPR restrictions). The service is available 24/7 online – people without access to the internet at home /work can still access the service for example from free to use terminals in public libraries (in the UK; similar provisions exist in other countries)

- How the communication of the policy/practice is made accessible to all groups, if relevant?

The service will be communicated through the ISG Service Catalogue, which can be accessed through the University's website, EdWeb. Ed Web is designed to adhere to the Web Content Accessibility Guidelines 2,1 AA standards and has an Accessibility Statement in line with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 There are no imminent plans to promote or publicise the service, but when this happens we will ensure promotional materials such as posters and newsletters are

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

available in alternative formats, and that these are free of charge on request. Digitisation request forms are available in alternative formats on request

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?

The policy will be reviewed through existing ISG and L&UC governance processes and we will continue to reach out to groups including Staff Networks (including the Disabled Staff Network), EUSA, the Chaplaincy, Edinburgh Global, Trade Unions and other groups. It is anticipated that these groups will assist in developing, reviewing and monitoring the policy. We will continue to monitor feedback for any comments positive or negative for any comments to related to any of the nine protected characteristics and act accordingly

- 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:

Nothing further than what is mentioned above and below.

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

Option 1: No change required – the assessment is that the policy/practice is/will be robust.

This decision is based on the information provided above and below.

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).

The EqIA has been presented to ISG SLT for review and comment before the Cultural Heritage Digitisation Service is formally approved

We will continue to request and monitor feedback from CHDS users to gather any positive or negative impact with regard to any impact on the nine protected characteristics. We will remind staff of the need to make reasonable adjustments where applicable, and to provide information in alternative formats, free of charge, upon request.

2. When will the policy/practice next be reviewed?

   December 2023. Moreover, the EqIA will be updated as and when any significant changes are made, or when we receive any feedback, positive or negative, related to any of the nine 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 (name(s) and job title(s)): **Gavin Willshaw, Digitisation and Digital Engagement Manager, Library and University Collections, Information Services Group**

Accepted by (name): **Rebecca Hirsch, Head of Digital Library, Library and University Collections, Information Services Group**
[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date:26/09/2022

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