



## 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](http://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):**

Digital Preservation Policy – a policy that outlines the university's approach to the long term management and preservation of its historical digital assets.

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

- Proposed new policy/practice

**C. Person responsible for the policy area or practice:**

Name: Jeremy Upton

Job title: Director of Library and University Collections

School/service/unit: Library and University Collections (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
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)?
- It is one which interested parties could reasonably expect the University to have carried out an EqIA?

All of the above apply to the introduction of the new Digital Preservation policy.

**E. Equality Groups**

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

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment

- pregnancy and maternity
- marriage or civil partnership<sup>1</sup>

Although there is potential for any of the protected characteristics to be affected, the following protected characteristics are most relevant and in all probability most likely to be impacted upon by the Digital Preservation policy.

#### Disability

Within the policy we are stating that we will provide access to our digital heritage collections online. The nature of digital objects means that a number of digital dependencies, such as a monitor, hard drive and appropriate software, must be in place to enable the objects to be faithfully rendered. This has implications for some disabled users. To mitigate this our access systems will be tested for compatibility with assistive technology for any disabled users and to check adherence to the Web Content Accessibility Guidelines (version 2) and the University of Edinburgh Web Accessibility Policy. In addition, reasonable adjustments will be made as required for disabled users e.g. disabled user will be able to request the object to be made available in an alternative format, be that in a different digital format or in printed form. The Main Library will maintain logs on all requests to ensure the service provision is appropriate to all user groups. The policy itself will be made available online, on the university's website, and in print (on request). Alternative formats on the policy will be available on request.

The Main Library has been recently refurbished and is subject to a yearly accessibility audit. All floors are fully accessible and disabled fire evacuation systems are in place. Accessible toilets are available on all floors and auxiliary aids such as induction loops have been installed at all receptions and help desks for anyone wishing to visit in person.

#### Race

The majority of the university's digital objects are written in the English language. As English is the teaching language of the university would do not believe this should create any disadvantage.

#### Religion or belief

There will be no requirement for staff implementing the policy to work on weekends or on days that are religiously significant.

#### Pregnancy and Maternity

The Library does have baby changing facilities and a policy on admission of children for any parents/child carers wishing to visit in person.

Add notes against the following statements where applicable/relevant:

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

Information about the needs of relevant equality groups is gathered through surveys carried out by the Library and the Centre for Research Collections, as well as through consultation with the Student Disability Service and the Disability Information Officer, Information Services. Any relevant outcomes will be treated in accordance with the university policy and reasonable adjustments will be made to ensure no user group is subject to unfair disadvantage.

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

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<sup>1</sup> 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.

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:

For the reasons stated above we do not believe that this policy will not lead to any forms of prohibitive conduct toward any particular equality group.

- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup>

By making the university's digital assets available to anyone online, via a browser, participation and opportunity to access and take advantage of the university's unique cultural and historical assets will be increased. Reasonable adjustments will be put in place to enable accessibility of content as detailed above.

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

The main tenet of the digital preservation policy is that digital content will be preserved in perpetuity and made accessible in an online forum. The Main Library is committed to ensuring open access to information and in doing so, as mentioned above, it will ensure no protected characteristic groups are unfairly disadvantaged by taking account of their needs and making information available in alternative formats. We hope this will be a further example of the commitment IS and the University has to Equality and Diversity.

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

No other groups should be disadvantaged by the policy. The Main Library has extensive opening hours and is freely accessible to all students, staff and visiting researchers. Additionally, given content is available online any persons unable to visit the Library can consult the collections online within their local library or through any other free internet service provision. In addition, the university provides free 24 hour access to computer facilities as well so any individuals on low incomes without their own personal access to IT facilities should not be disadvantaged.

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

As mentioned above the policy will be published in digital format online, and can be made available in alternative digital formats or in print on request.

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

The Disability Information Officer for Information Services and the Student Disability Service have reviewed this EqIA. Any revisions to the policy will follow the same review process. Any comments or queries received about the policy will be checked for any impact on protected characteristics. Adjustments to the policy will be made 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:

No.

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<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership

## 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.

For the reasons stated 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).

In order to action the findings of this EqIA the Library will:

- Embed compatibility testing of assistive technology into the digital preservation programme.
- Library staff will monitor feedback received from user groups and key university services on the dissemination of the policy and delivery of digital records to users.
- Processes and procedures for user requests will be developed to ensure that staff within the Centre for Research Collections are prepared for and aware of how to deal with requests
- Records of requests will be maintained to ensure there is no unfair disadvantage placed upon any of the protected characteristics.

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

The policy will be review when there is a change or when we receive 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 (name(s) and job title(s)): Kirsty Lee, Digital Preservation Curator

Accepted by (name): Jeremy Upton

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

Date: 20.02.17

Retain a copy of this form for your own records and send a copy to [equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)