Barking & Dagenham College

Learning Resource Centre / Library Policy

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OUR VISION

To be an exceptional college

OUR MISSION

Empowering futures, transforming lives

OUR CULTURE AND VALUES

Barking & Dagenham College is a unique, diverse and inclusive environment in which everyone is supported to grow, develop and really flourish.

We treat each student as an individual because we know that everyone is different. Every individual has their own unique talents, circumstances, challenges and aspirations. Every student brings something special and it is this diversity and richness of ideas that makes College life interesting, fun and vibrant. Our culture is such that all students, staff and visitors should feel welcome, safe and valued. Guided by our principles of honesty, integrity and transparency, we treat each other respectfully and seek to establish trust. By building resilience and confidence, we encourage students and staff to rise above challenges with determination and a positive mindset.

Whilst we are rightly proud of our unique internal culture, Barking & Dagenham College is an outward facing organisation that recognises the critical importance of working through networks and collaboration to lead change and influence local agendas. By partnering with industry-leading employers and embracing innovation, digital technologies and new ways of thinking, we strive to push the boundaries of learning and ensure that our students are ahead of the curve. Our many stakeholder partnerships mean that we have established our place at the heart of our community and as a key partner in the regeneration of the London Borough of Barking and Dagenham.

At Barking & Dagenham College, we are dedicated to inspiring students and staff to embrace challenges and pursue their dreams with confidence. Most of all, we are ambitious and we expect excellence - from ourselves and from our students.

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1 Introduction / Context

The Learning Resource Centre (LRC) / Library is a central learning and information hub, providing access to resources, technology, study spaces and library services to support teaching, learning and personal development. The LRC provides facilities for College learners and staff and also operates as a public library, providing access to members of the local community. Throughout this policy LRC is interchangeable with Library.

2 Principles / Purpose

This policy sets out the expectations for accessing and using the LRC/Library to ensure that it remains a safe, welcoming, inclusive and effective learning environment for everyone.

2.1 Access and Priority of Use

The primary purpose of the LRC is to support learners and their education. Where demand for facilities, computers or study spaces exceeds availability, the following order of priority will apply:

1) College learners – learners will have first priority for LRC/Library facilities and resources.
2) External visitors, members of the public and public library users – visitors may use available facilities in accordance with the public library service arrangements.
3) College staff – staff are welcome to use LRC facilities where capacity allows.

Staff use of learner/public facilities is subject to availability. Where additional capacity is required for learners or external visitors, members of staff may be asked by LRC staff to release a computer, workspace or other facility.

Scheduled learner sessions, assessments, enrolments or other College priorities may also result in particular areas or resources being temporarily reserved or unavailable.

Access to the LRC is subject to capacity, operational requirements and the discretion of the LRC Co-ordinator and LRC staff.

Barking & Dagenham College reserves the right to temporarily restrict access to, or close, the LRC/Library where required due to operational requirements, College priorities, staffing levels or other circumstances.

2.2 Children and Young People

Children under the age of 15 must not be left unattended within the LRC. A parent, guardian or responsible person aged 18 or over must remain with and appropriately supervise any child under 15 years old throughout their visit.

LRC staff are unable to accept responsibility for supervising children left within the facility. Where a child under 15 is found to have been left unattended, LRC staff will take appropriate action in accordance with the College's safeguarding procedures. This requirement does not apply to enrolled College learners who are accessing the LRC as part of their studies or College activities.

2.3 Computer and IT Facilities

Computers and other digital facilities are provided primarily to support learning, research and access to information and services. All learners, staff and external visitors using College computers, networks, Wi-Fi or other digital facilities must comply with the College's ILCT Computer Guidance and any associated acceptable-use requirements.

Users must not:

- attempt to bypass College security, filtering or access controls,
- access, display, create or distribute inappropriate, offensive or unlawful material,
- interfere with computer equipment, software or network settings,
- use another person's login details or allow another person to use their account,
- use LRC technology in a way that prevents or significantly disrupts access for others.

LRC staff may require a user to stop using College IT facilities where their activity is inappropriate, disruptive or contrary to College guidance.

2.4 External Visitor Computer Access

External visitors may use designated LRC computer facilities where capacity is available. Computer access for external visitors is limited to a maximum of two hours per person, per day. Access remains subject to availability and may be restricted during periods of high learner demand, planned activities or operational requirements. The two-hour allocation does not guarantee computer availability, and users may be required to wait where facilities are already in use.

2.5 Chromebook and Equipment Loans

Chromebooks and other loanable equipment are available to support learners who require access to technology for their studies and coursework. Equipment is subject to availability and the relevant loan arrangements.

Where demand exceeds availability, priority may be given to learners with an identified educational need or where access to equipment is required to enable participation in learning. Individuals borrowing equipment are responsible for:

- taking reasonable care of the equipment,
- using equipment appropriately and for its intended purpose,
- returning equipment by the agreed date or time and in good condition,
- reporting any damage, loss or technical issues promptly, and
- complying with any additional terms and conditions associated with the loan.

Repeated late returns, failure to return equipment, or equipment being lost, damaged or misused may result in loaning privileges being restricted or withdrawn. Any decision to restrict or withdraw access will take account of the circumstances of the individual case.

2.6 Books and Library Resources

Books and other library resources may be borrowed in accordance with the LRC's current lending arrangements. Users are responsible for resources issued to their account and should return or

renew items within the required timescales. Lost or damaged resources should be reported to LRC staff as soon as possible, and users may be required to contribute towards the reasonable cost of repair or replacement where resources are lost or damaged.

The College reserves the right to restrict further borrowing where resources remain significantly overdue, lost or damaged, subject to consideration of individual circumstances.

2.7 Behaviour and Conduct

Everyone using the LRC is expected to contribute to a respectful, safe and productive environment.

Users must:

- behave respectfully towards learners, staff and visitors,
- follow reasonable instructions from LRC staff,
- use facilities and equipment appropriately,
- respect designated quiet, study and collaborative areas,
- avoid behaviour that causes unreasonable disruption to others,
- maintain appropriate standards of language and conduct, and
- comply with College safeguarding, health and safety and equality requirements.

Threatening, abusive, discriminatory, intimidating or aggressive behaviour towards staff, learners or visitors will not be tolerated. The LRC Co-ordinator and LRC staff may intervene where behaviour is considered inappropriate for the environment or is affecting the safety, wellbeing or reasonable use of the LRC by others.

2.8 Study Spaces and Noise

The LRC provides a range of individual, quiet and collaborative study spaces. Users are expected to respect the purpose of designated areas and maintain an appropriate level of noise. LRC staff may ask individuals or groups to reduce noise, relocate to a more appropriate area or leave the LRC where their behaviour is causing unreasonable disruption to others. Study spaces must not be reserved by leaving personal belongings unattended, unless a specific booking arrangement is in place.

2.9 Food and Drink

Food and drink may only be consumed in designated areas and in accordance with signage or instructions provided by LRC staff. Food and drink may be restricted from particular areas where there is a risk of damage to computers, books, equipment or other resources. Users are expected to dispose of waste appropriately and leave the LRC clean and ready for others to use.

2.10 Personal Belongings

Users remain responsible for their own belongings while using the LRC. Personal belongings should not be left unattended or positioned where they create an obstruction or health and safety risk. The College cannot accept responsibility for personal belongings that are lost, stolen or damaged, except where responsibility arises under applicable law.

2.11 Access Restrictions and Removal from the LRC

Use of the LRC and its facilities is at the discretion of the LRC Co-ordinator and authorised LRC staff. Where an individual's behaviour is inappropriate, disruptive, unsafe or contrary to this policy or other College requirements, LRC staff may take proportionate action. This may include:

- providing advice or a verbal reminder,
- requiring the behaviour or activity to stop,
- restricting access to particular facilities or resources,
- asking the individual to leave the LRC,
- temporarily suspending access to the LRC, or
- referring the matter through the appropriate College, safeguarding, security or disciplinary process.

Access to the LRC may be withdrawn or revoked where appropriate based on the behaviour of a learner, member of staff or visitor. Where appropriate, decisions will take account of the seriousness and frequency of the behaviour, any safeguarding or safety concerns and the individual's circumstances. Nothing within this policy prevents LRC staff from requiring an individual to leave immediately where their behaviour presents a risk to themselves or others or causes significant disruption.

2.12 Safeguarding

The LRC operates in accordance with the College's safeguarding policies and procedures. Any safeguarding concern identified within the LRC should be reported and managed through the College's established safeguarding arrangements. All users are expected to behave appropriately towards children, young people and vulnerable individuals using the facility. Where LRC staff have concerns regarding the safety or wellbeing of an individual, they may take appropriate action and refer the concern to the College's Safeguarding Team.

2.13 Health, Safety and Emergency Procedures

All users must follow the College health and safety requirements and instructions provided by staff. In the event of an emergency, alarm or evacuation, users must follow the instructions of College staff and leave the building using the designated evacuation routes. Users must not intentionally damage, misuse or interfere with safety equipment.

2.14 Equality, Diversity and Inclusion

The LRC aims to provide an inclusive and accessible environment where all users are treated with dignity and respect. Discrimination, harassment, bullying or victimisation will not be tolerated. Reasonable adjustments and additional support will be considered in accordance with College policies and applicable legislation.

2.15 Opening Times and College Closures

Current opening hours are published by the College and displayed within the LRC. Opening hours may differ between term-time and non-term-time periods.

The LRC is closed during College closure periods, including:

- Bank Holidays
- Staff Wellbeing Days
- College Efficiency Days
- The Christmas closure period (approximately two weeks)
- A closure period during August and/or September to support College enrolment activities. Specific dates will be published in advance.

Whilst every effort is made to maintain the published opening hours, occasional changes may be necessary due to operational requirements. Any temporary changes or closures will be communicated through College approved channels wherever possible.

2.16 Library Partnerships and Shared Resources

The LRC operates in partnership with the London Borough of Barking and Dagenham (LBBD) Libraries Service and is part of The Libraries Consortium (TLC), providing access to a shared catalogue and resources across participating local authorities.

Users may choose to join the LBBD Libraries Service to access the wider TLC network and associated physical and digital resources. Further information regarding membership, eligibility and registration is available from the LRC team.

3 Scope

This policy applies to all individuals accessing or using the LRC/Library, including:

- College learners,
- College staff,
- external visitors, members of the public and library members
- children and young people accompanying visitors,
- contractors or other authorised users.

By using the LRC/Library and its facilities, users are expected to comply with this policy, relevant College policies and any reasonable instructions provided by LRC staff.

4 Responsibilities

LRC Co-ordinator

- Responsible for the effective day-to-day management of the LRC/Library and ensuring this policy is implemented consistently.
- Responsible for overseeing access, resources and services, and for escalating significant operational, safeguarding, health and safety or conduct concerns through the appropriate College procedures.

LRC Staff

- Responsible for providing a safe, welcoming and supportive environment and assisting users to access LRC facilities, resources and services.
- Responsible for managing the appropriate use of the LRC, addressing concerns where necessary and escalating matters in accordance with College procedures.

Learners

- Responsible for using the LRC, its facilities and resources appropriately, respectfully and in accordance with this policy and other relevant College guidance.
- Responsible for following reasonable instructions from LRC staff and taking appropriate care of any resources or equipment used or borrowed.

College Staff

- Responsible for using the LRC in accordance with this policy, recognising the priority of learners and external visitors when accessing facilities.
- Responsible for supporting appropriate learner behaviour when using the LRC and following reasonable instructions from LRC staff.

External Visitors, Members of the Public and Library Members

- Responsible for using the LRC and its facilities appropriately and in accordance with this policy, applicable library arrangements and relevant College guidance.
- Responsible for following reasonable instructions from LRC staff and appropriately supervising any children under the age of 15 in their care.

5 Definitions

LRC: Learning Resource Centre
ILCT: Information Learning Communication Technology
BDC: Barking & Dagenham College
TLC: The Libraries Consortium
LBBD: London Borough of Barking and Dagenham

6 Review

This policy will be periodically monitored in light of legislative, regulatory, codifiable of necessary changes, and in any event formally reviewed, and revised if necessary, on an annual basis in July/August.

7 Linked Policies

Please read this in conjunction with the following policies.

- UK GDPR Policy
- Safeguarding Policy
- Health & Safety Policy
- ILCT Computer Guidance Policy
- Promoting Positive Student Behaviour and Disciplinary Policy

8 Appendices

9 Amendments

Complete table below showing any amendments made from the previous policy
Delete this table if you are submitting a new or policy or is not required

Amendments to Existing Policy

Amendments Made	Page Number	Line/Section Number	Made by	Date