Library Services
Apprentice Programme Support Policy
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1. Purpose

The core purpose for developing a Library policy to support apprenticeship programmes is to ensure a clear relationship between the student and academic support offered by Library Services and the University’s Education and Student Strategy.

This document is intended for academic and professional staff who are involved in the design and delivery of apprenticeship programmes and will be reviewed as required (but at least annually) to support any subsequent City policies or directives relating to apprenticeship programmes.

2. Scope

For the purpose of this document, ‘apprenticeship programmes’ is understood to include courses of study at any level which are designed to be delivered in collaboration with companies and organisations alongside practical training in the workplace.

3. Library Spaces and Print Collections

Students on City apprenticeship programmes have full use of library spaces and print collections as outlined in the ‘My Library’ section of the Library Services web pages.

All students are bound by the terms and conditions of the Library Code of Conduct and the Information Technology User Regulations. Access to library spaces and the loan of library items are dependent upon the production of a valid City student ID card.

Library resources for apprenticeship students will be purchased in line with the Library Services Collection Development Policy.

There is no provision for postal loans.

Apprenticeship students planning to visit other UK university libraries should refer to the SCONUL Access website.

4. Online Resources

Use of Library online resources is subject to licence agreements and copyright law. Clarification regarding acceptable use of these resources can be found in the Library Services Online Resource Access and Use Policy.

For general guidance, any use of online resources must be for educational and non-commercial purposes only, such as research or study. Commercial use is broadly defined as activities which result in profit/monetary reward or commercially funded research which
is not shared in the public domain. As students on apprenticeship programmes are largely based in the workplace and may be asked to complete work-based projects, it is essential that all key stakeholders are aware of these legally binding conditions of use.

An early engagement with Library Services (see section 9 ‘Next steps’) is essential to establish the level of access to online resources which is available for specific student cohorts.

Any queries relating to the licence entitlements of specific resources should be sent to e-access@city.ac.uk.

5. Digital Course Reading

Digital course readings are extracts from material which are not available online and which can be accessed via Reading Lists Online in the form of scanned readings from books and journals. These scans are made available in accordance with the terms of the Copyright Licencing Agency (CLA) Higher Education Licence. Any scans must be made via the Library Services Digitisation Team.

If digital readings are required these may incur additional costs to the School, for which Library Services can provide a quote. Any queries should be directed to the relevant Subject Librarian in the first instance. Details of our Subject Librarians can be found at libguides.city.ac.uk

6. Inter-Library Loans

An Inter-Library Loans service is available to apprenticeship students. Standard fees will apply for all requests. Details of the Inter-Library Loans service can be found at www.city.ac.uk/library/resources/inter-library-loans

7. Copyright

It is vital that copyright law is adhered to by staff and students in the planning and delivery of all apprenticeship programmes. Further information relating to copyright is available from the Library Services guide to copyright at https://libguides.city.ac.uk/copyright.
8. Library Support

Any support from Library Services for apprenticeship programmes is dependent upon prior discussion and agreement with the appropriate contacts (see section 9 ‘Next steps’) and may have an associated cost to the School delivering the course.

Assisted Learning support is not available from Library Services without prior discussion and referral from Learning Enhancement and Development.

9. Next Steps

In order to ensure effective course planning, early engagement with Library Services is essential and should be established at the stage 1 course approval.

As apprenticeship programmes are a relatively new area for City, the degree to which Library Services can provide support within existing staffing capacity is not yet clear. Any amendments to the support provision will therefore be advised as necessary and incorporated into the annual review.

10. Contacts

- For all schools (excluding Cass postgraduates/researchers) contact Claire Packham (Head of Library Academic Services)
- For Cass Business School contact Jacqui Gaul (Head of Cass Library Services).