

Audit of ED&I (Equality, Diversity, & Inclusion) related activities and resources at the Chemistry Library and Cambridge University Libraries

Clair Castle (CC)

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Glossary

CUL Cambridge University Libraries

DRC Disability Resource Centre

MCS Managed Cluster Service (managed desktop service)

MFD Multi-Functional Device (printer, photocopier, scanner machine)

PPD Personal and Professional Development

RIG Research Interest Group

SSD Student Support Document

UIS University Information Services

Chemistry Library

Activity/resource	Description	Action	Progress notes
Extra assistance page on library website	<ul style="list-style-type: none">Information for disabled readers and those with special requirementsLibrary anxiety is a thing	<ul style="list-style-type: none">Consider re-naming this pageCould be developed further, follow best practice e.g. Christ's College Library Assistive Resources websiteSee Christ's College Library Library Anxiety website, and Washington State University Library Anxiety – How to Beat It LibGuide	In progress, to be completed by October 2022

Activity/resource	Description	Action	Progress notes
Extended loan period for books, no fines for overdue items	<ul style="list-style-type: none"> For students who have completed a SSD with the DRC that outlines the help they need to support research and learning Library receives copies of SSDs and amends student borrower records ('Upgraded' status) on library management system 	<ul style="list-style-type: none"> Mentioned in orientation sessions and on relevant library web pages 	Done
Training in ED&I for library staff	<ul style="list-style-type: none"> Sessions organised by CUL e.g. trans awareness, engaging with disabled users Sessions organised by PPD e.g. creating accessible documents, access for disabled users masterclass ED&I online course for all staff Sessions organised by Department e.g. unconscious bias 	Library staff regularly attend and complete ED&I training and will contribute to library and department ED&I initiatives	Done
Terms of Reference (ToR) for Committee for the Library and Scholarly Communication	Includes ED&I remit	<ul style="list-style-type: none"> ToR approved by Committee and revised ED&I is a standing item on agenda 	Done
Committee for the Library and Scholarly Communication membership	Representation from RIGs, postgraduate and undergraduate students, post-docs, library staff	Consider how to encourage more inclusive representation in line with Department goals e.g. Athena SWAN	In progress
Wellbeing Area for Department staff and students	Introduced as part of Department Wellbeing initiative. Includes jigsaws, colouring books, colouring pens and	In place since 2019	Done

Activity/resource	Description	Action	Progress notes
	pencils, games etc. as well as wellbeing literature		
Graduate Education teaching by library	<ul style="list-style-type: none"> • Compulsory IS3 Research Information Skills and IS4 Research Data Management in-person courses (synchronous) converted into online courses on Moodle (asynchronous) during pandemic. Moodle is accessible • IS1 Library Orientation delivered remotely during pandemic • CUL gives guidance for making teaching accessible e.g. on Moodle, during Zoom / Teams meetings, in course materials, teaching / learning styles (less focus on other ED&I aspects than accessibility however) 	<ul style="list-style-type: none"> • Done for 2020-21 and 2021-22 cohorts. Consider whether to continue mode of delivery post-pandemic • Activities can be made more accessible on Moodle • CC has used female chemists as examples during training and in course materials • Consider how else can be improved, attend any training offered on wider aspects of ED&I 	In progress
Accessible documents for library committee	To maximise access to documentation for all	In place since Michaelmas Term 2021	Done
Library website and images	Accessibility built in but there is best practice about accessibility that applies	<ul style="list-style-type: none"> • Only a few images of people, which are inclusive • Librarian employs accessibility best practice with web content but needs to review all content to check and amend for accessibility 	

Activity/resource	Description	Action	Progress notes
Proxy borrowing	Allows someone else to borrow books on your behalf	<ul style="list-style-type: none"> • Mentioned on Extra assistance website • Need to mention in orientation sessions and on other relevant library web pages 	In progress
DRC's excellent AccessAble website describes physical access to the Department buildings: Chemistry Building , Chemistry of Health , Centre for Molecular Informatics	Detailed descriptions of access to and around Department buildings, including library. Lists library services available for disabled users	<ul style="list-style-type: none"> • Linked to from Extra assistance website but could be made more prominent • Need to mention in orientation sessions and on other relevant web pages • Review library information on AccessAble to see if accurate and amend where necessary 	
Accessible furniture	E.g. can seating, desks be adjusted?	Consider if this could be improved	
Social media (blog , Twitter: @chemlibcam)	Used to promote library services and resources, Department research outputs	Consider as opportunity to promote library ED&I activities/resources (Chemistry and CUL), and Department initiatives e.g. #Women in Science day tweets on @ChemCambridge	
Catalogue terminal giving access to iDiscover	Accessibility built in	Consider physical access to terminal e.g. desk height	
NPLD (Non-Print Legal Deposit) terminal (for e-legal deposit access)	Accessibility built in	Consider physical access to terminal e.g. desk height	
Self-service machine	Used for borrowing and returning books during department opening hours (08:00-24:00 daily)	<ul style="list-style-type: none"> • Consider physical access to terminal e.g. desk height • Proxy borrowers can use machine on behalf of others, or books can be issued / returned manually by library staff instead • Could consider providing a 'click 	•

Activity/resource	Description	Action	Progress notes
		and collect' and / or 'scan and deliver' service in response to online requests for books or scanned journal articles, to widen access to collections	
<p>MCS network computers have assistive technology software installed. This service (managed by UIS) ceases in Summer Vacation 2022. A new service, UMD (University Managed Desktop), will be provided which IT Support will use on all existing MCS machines. Current MFD service should not be affected.</p>	<ul style="list-style-type: none"> • 22 PCs and 2 iMacs (iOS, Windows and Linux) in library used heavily pre-pandemic for doing work and emailing, sending print jobs to MFD • UIS considers (following consultation with DRC) that most students install the assistive software they need on their own laptop. 	<ul style="list-style-type: none"> • Consider any specific software needed on UMD service ASAP • Consider physical access to these e.g. desk height • Reinstate 4 docking stations post-pandemic (large monitors with dock for use with laptops) 	In progress
Printing, scanning, photocopying using MFD (on MCS)	<ul style="list-style-type: none"> • Requires user to present University Card to machine to log on, then place documents or books onto the glass plate • Touch-screen and buttons to control • Print jobs can be sent to the MFD remotely from a department networked computer or laptop 	<ul style="list-style-type: none"> • Consider physical access to this • Remote access beneficial to all 	
Signage in library	<ul style="list-style-type: none"> • There is no directional signage • There is (hand-made) signage next to equipment and 	<ul style="list-style-type: none"> • Consider if this could be improved following stock reconfiguration project e.g. height, size, font size / style, locations, improve map and 	

Activity/resource	Description	Action	Progress notes
	<p>on the end of shelving bays</p> <ul style="list-style-type: none"> • Map is out of date 	<p>highlight accessible routes and other features</p> <ul style="list-style-type: none"> • Follow best practice in other libraries and with specialist advice e.g. from DRC 	
Events, new services and collections	We have not organised any ED&I related events, services or collections (except for the Wellbeing Area)	<ul style="list-style-type: none"> • Consider how we can we make sure everyone feels welcome • Ideas: events e.g. Cornell's Black in STEM Wikipedia Edit-a-thon, themed book displays; collection development; curation of online reading lists e.g. women in chemistry? • Assistive equipment/software • Identify best practice for inspiration • Use social media 	

Cambridge University Libraries (CUL)

Activity/resource	Description	Action	Progress notes
Cambridge libraries: accessibility & disability guide	<ul style="list-style-type: none"> • Guide to library accessibility services for students e.g. accessible readings, catalogues and reading lists, eresource platforms, assistive technology, library inductions and training, library buildings and 	Library staff can refer to this guide when planning, developing, and delivering services	Done

Activity/resource	Description	Action	Progress notes
	facilities, wellbeing <ul style="list-style-type: none"> Created by CUL Accessibility Service, established in November 2020, based at the UL and DRC 		
Accessibility and inclusivity: Cambridge libraries toolkit	<ul style="list-style-type: none"> Advice, guidance and content designed to enable and support library staff in developing and delivering accessible and inclusive services, e.g. universal design, working with disabled people, library buildings and space, making accessible videos, productivity tools and assistive software, creating accessible teaching resources, legislation and policy Maintained by CUL Accessibility Service 	Library staff can refer to this guide when planning, developing, and delivering services	Done
Accessibility Advisory Group (AAG)	<ul style="list-style-type: none"> Comprises members of the CUL accessibility team, representatives from the DRC, and representatives 	Library staff can input where relevant	Done

Activity/resource	Description	Action	Progress notes
	<p>from across the FDLs and colleges, has a STEMM rep</p> <ul style="list-style-type: none"> • Discusses DRM (Digital Rights Management)-free ebooks, accessible physical spaces, and accessible documents 		
EDI Forum	<p>EDI Forum is reconvening: first launched in 2019 'as part of CUL's commitment to ED&I, and to making inclusive practice our default position in everything we do'</p>	<p>Library staff can input where relevant. Training will probably be in forum's remit.</p>	In progress
Wellbeing ebooks collection reading list	<p>Covers a broad range of topics e.g. disability and chronic illness, mental health, neurodiversity, race & anti-racism, sex, sexuality, gender & relationships</p>	<ul style="list-style-type: none"> • Library staff, university staff and students can recommend additions to ebooks@lib.cam.ac.uk • Ensure linked to from relevant library web pages 	
The Decolonising Through Critical Librarianship group platform	<p>A platform for Cambridge librarians approaching decolonisation</p>	<ul style="list-style-type: none"> • Library staff can input where relevant • Consider own collections that may require decolonisation 	
CUL Decolonisation Working Group	<ul style="list-style-type: none"> • Formulates guidance and policy for decolonisation work within Cambridge libraries and commissions specific pieces of work to help encourage and embed best practice • Initial projects include staff education, targeted cataloguing of 	<ul style="list-style-type: none"> • Library staff can input where relevant • Consider own collections that may require decolonisation • Review our collection development policy 	

Activity/resource	Description	Action	Progress notes
	certain groups of material, ensuring decolonisation practice is embedded in collection development policies		
E-resources i.e. ebooks, databases, ejournals	University subscribed resources. Accessibility built in	Accessible versions of ebooks available from CUL Accessibility Service upon request	Done
iDiscover	Library catalogue. Accessibility built in		Done
Reading Lists Online (RLO)	Chemistry NST recommended reading lists. Accessibility built in		Done
Undergraduate and graduate course sites on Moodle	Include library information. Accessibility built in	Can probably be made more accessible using plug-ins	In progress
ED&I and the University Libraries initiative	A leadership and diversity consultant will be working with CUL to help design actions to improve diversity and the experience of inclusion and belonging across the library community, including staff, library users and visitors. They will report to the University Librarian	All CUL staff will be able to participate.	In progress

For general advice and inspiration see the University's [Equality & Diversity](#) website.