

Audit of ED&I (Equality, Diversity, & Inclusion) related activities and resources at the Chemistry Library. Last updated October 2024

This document is a work in progress: we are exploring ways of making it more accessible, and will provide an updated version at the earliest opportunity.

Staff

Sara Wallace (SW) – Librarian

Megan Holman (MH) – Library Assistant

Clair Castle (CC) – former Librarian

Glossary

CUL Cambridge University Libraries

DRC Disability Research Centre

UMD University Managed Desktop

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

Library space, equipment, resources, services

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 	Mentioned in orientation sessions and on relevant library web pages	Done
Wellbeing Area for Department staff and students	Introduced as part of Department Wellbeing initiative in 2019. Includes jigsaws, colouring books, colouring pens, pencils, Lego, etc. as well as wellbeing literature	<ul style="list-style-type: none"> Build collection of assistive equipment, e.g. reading rulers, magnifiers, document holders Respond to user feedback regarding desired content Continue expanding literature collection, tracking new publications and using other libraries' collections as inspiration. 	In progress
Proxy borrowing	<ul style="list-style-type: none"> Allows someone else to borrow books on your behalf Mentioned on the Assistive Resources page 	Need to mention in orientation sessions and on other relevant library web pages	Done
Accessible furniture	E.g. can seating be adjusted? Adjustable height desks/ standing desks?	<ul style="list-style-type: none"> Explore furniture at other libraries for inspiration on how this could be improved Purchase standing desk converter 	In progress Done
Catalogue terminal giving access to iDiscover	Accessibility built in	Consider physical access to terminal e.g. desk height	In progress
NPLD (Non-Print Legal Deposit) terminal (for e-legal deposit access)	Accessibility built in	Consider physical access to terminal e.g. desk height	In progress

Self-issue machine	Used for borrowing and returning books during department opening hours	<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 	<p>In progress</p> <p>Done</p>
UMD computers	<ul style="list-style-type: none"> • 4 PCs managed by UIS, used for work, emailing, and sending print jobs to MFD • UIS considers that most students install the assistive software they need on their personal computers 	<ul style="list-style-type: none"> • Consider any specific software needed on UMD service ASAP • Consider physical access to these e.g. desk height / chairs 	In progress
Docking solutions	6 docking stations (large monitors with dock for use with laptops)	<ul style="list-style-type: none"> • Consider physical access eg. desk height, moveability of monitor, access to wiring and plugs • Staff can assist if needed, promote this 	In progress
Printing, scanning, photocopying using MFD	<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"> • Provide up-to-date information about how to print/top-up print balance • Consider physical access to this • Increase signage directing users to the printer room and signposting how to seek assistance • Remote access beneficial to all 	Done

Actions of Chemistry Library staff

Activity	Description	Action	Progress Notes
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 and continuous
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 Extended to Moodle based for 2022-23 and 2023-24 due to staffing levels and CC secondment. 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 	

Graduate education continued.	<ul style="list-style-type: none"> 2024-25 Library orientation provided in delivered in person 2024-25 RDM training currently provided via CUL 	2024-25 updates <ul style="list-style-type: none"> Gather feedback from in person orientations Ensure handouts are accessible Update IS1 Moodle to reflect new orientation Liaise with PG education office to provide training which covers IS3 and IS2 	In progress
Events, new services and collections	<ul style="list-style-type: none"> ED&I related events, services or collections Themed displays have included collections of books, posters and e-resources for University Mental Health Day, International Day of Women and Girls in Science, and Mental Health Awareness Day Social media has been used to promote the library's participation in these events 	<ul style="list-style-type: none"> Continue to develop collection of assistive equipment Consider adapting use of social media to more effectively reach and engage with library users. Continue to engage with the Department in expanding collections Engage with CUL Decolonisation working group Engage with CUL ED&I groups 	Continuous

Chemistry Library website and online resources/activities

Activity/Resource	Description	Action	Progress Notes
Assistive Resources page on library website	<ul style="list-style-type: none"> Information for disabled readers and those with special requirements Section on library anxiety 	<ul style="list-style-type: none"> Create accessible photographic route guides between the library and major entrances, including stair-free routes Update library floorplan and highlight locations of key resources 	Done

Library website and images	<ul style="list-style-type: none"> • Accessibility built in but there is best practice about accessibility that applies • Only a few images of people, which are inclusive. All images have alt text. 	<ul style="list-style-type: none"> • Increase font size, spacing and use of headings to improve accessibility • Introduce contents section with anchor links on most webpages to reduce scrolling • Apply SCULPT framework • Continue thinking of ways to break up 'text-heavy' web pages with more visual elements 	In progress
DRC's 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"> • Consider prominence of links on website. • Need to mention in orientation sessions and on other relevant website pages • Review library information on AccessAble to see if accurate and amend where necessary 	In progress
Social media (blog , X: @chemlibcam)	Used to promote library services and resources, Department research outputs	<ul style="list-style-type: none"> • Use to promote new ED&I resources/literature in the wellbeing area • Engage with national and international ED&I initiatives such as International Day of Women and Girls in Science, University Mental Health Day, Mental Health Awareness Day 	Continuous

Committee for the Library and Scholarly Communication

Activity/Resource	Description	Action	Progress Notes
Terms of Reference (ToR) for Committee for the Library and Scholarly Communication	<ul style="list-style-type: none"> Includes ED&I remit ED&I is a standing item on agenda 	<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	Done
Accessible documents for library committee	To maximise access to documentation for all	In place since Michaelmas Term 2021	Done