

COLLEGE OF INTEGRATED CHINESE MEDICINE LIBRARY AND LEARNING RESOURCES POLICY

Aims and objectives

- To provide a library facility for staff and students that supports and stimulates the development of the educational environment at the College, and promotes a reflective attitude amongst the students in preparation for membership of a growing profession.
- To co-ordinate and develop other learning resources at the College that support the teaching staff in achieving the educational aims of the curriculum.
- To ensure that the library service is accessible to students and teaching staff, in terms of physical location, time availability, organisation of operation, and reference information.
- To ensure that the library contains an adequate number and range of books and other materials to service the educational programme and contribute sufficiently to the achievement of the College's objectives and the learning outcomes of the course
- To continue the purchasing programme to build up the library so that it helps to facilitate and improve learning, foster inquiry and intellectual development amongst the students and contribute towards their development as reflective practitioners.
- To subscribe to the major professional acupuncture journals and other appropriate publications to help to prepare students for their role in the wider acupuncture community and to provide easily accessible storage for journals and publications.
- To co-ordinate other learning resources, disseminating information to teaching staff, enhancing accessibility.
- To liaise with, to advise and support other teams or individuals as necessary within the College e.g. IT, e-learning.
- To ensure that the learning resources adequately support the staff in teaching the curriculum.
- To promote accessibility of as much information as possible via the VLE or other electronic / internet access methods.

Overview of Library Services

The College has three libraries, each housed within the College building. Library services are accessible to students, staff and graduates during College opening hours.

a) Reference Library

This is housed in a dedicated room within the College building and available to students, staff and graduates as a reference resource during College opening hours. It has desks available to students to sit and study and can accommodate up to 10 people at any one time. It is light and quiet and has an open door, aiming to encourage student use.

The main usage of the library is for browsing, looking at books recommended in class, to reference books that users cannot afford to buy, to read around a subject, for working on assignments, research and treatment planning.

All books are classified and indexed, with new titles entered into the College's library database on acquisition. The library catalogues are updated on a regular basis. There are three versions with listings according to title, author and subject, which are available within the library and also on the VLE, enabling students to identify relevant books they wish to consult in advance of a visit to College.

Within the library itself, coloured dividers that break up each section help visual orientation and charts on the wall provide guidance to the coding system. Each new class has a library induction within their first 6 weeks of starting at the College, showing them how to get the most out of the library. Staff are also shown how to use the library when necessary.

There are currently over 2000 books held, with multiple copies of key texts. There are more than 26 subject categories, covering various aspects of Chinese Medicine, acupuncture, herbal medicine, conventional medicine, psychology, professional development, research methodologies and reflective practice.

Decisions to purchase new books are made by the Library and Learning Resources Co-ordinator in consultation with the course and programme leaders and other teaching staff. Details of newly acquired books are posted on the VLE.

The College also subscribes to a number of Journals related to acupuncture and Chinese Medicine. The reference library houses an archive of Journals as well as current subscriptions. We currently hold subscriptions to:

- The Journal of Chinese Medicine (JCM)
- The European Journal of Oriental Medicine (EJOM)
- Acupuncture in Medicine

The reference library also houses 'in-house readers' – compilations of various pieces of information, journal articles etc about specific topics. These readers can be consulted within the reference library, or borrowed for home study. They are updated regularly.

The reference library also has a dissertations catalogue, listing titles of all student dissertations. Copies of the dissertations themselves are available on request for students to read in the library. The IT room is adjacent to the reference library and houses five computers, with internet and printer connection, for students and staff to use. It also has a photocopier for student use (at a cost of 5p per sheet). The College holds a copyright licence from the Copyright Licensing Authority (CLA) which allows students and staff to copy material from the library under the terms of the licence.

Photocopying guidelines are given to students as part of their library induction, and also displayed next to the photocopier.

b) Lending Library

A smaller lending library is housed within the College's administrative offices, and key texts can be borrowed by students for a 2-3 week period. The lending library currently comprises over 400 books and the contents are steadily building over time.

c) Staff library

A small staff library is housed in the teachers' room. It contains texts that are principally focused on areas of interest to teachers such as education and teaching.

Learning Resources

Learning resources can be divided into the following categories:

- Teaching resource kits (for practical skills)
- Charts and diagrams
- Models and skeletons
- Treatment material
- Videos and DVDs
- Technical equipment (including an e-reader pen)

Course materials (handouts) are written for all lecture subjects. An administration system with coding ensures that copies can be easily accessed and produced for classes, and all are reviewed and updated regularly. PowerPoint presentations collected from teachers are now available on the VLE and continue to be added as necessary. There is a wide range of teaching charts and diagrams on topics within both Chinese medicine and Conventional Medical Sciences, including point location charts, muscle charts, and anatomy charts. The College has several acupuncture models, some life-sized, for students' use when learning and practising point location. We also have several skeletons and models of various parts of the anatomy.

Teaching kits for moxibustion, needling, guasha, ear acupuncture and cupping are also used regularly. These kits are checked regularly to ensure that supplies are maintained.

The College is also adding to its library of DVDs, CDs and CD-ROMs. These materials are available for students to view within the College, on request and for loan.

The College also recently purchased a digital camera for photographing tongues for the new tongue database – designed to be a resource for teaching tongue diagnosis.

Learning resources are stored in a designated room (the basement of No. 21) which can only be accessed with a code. Access and usage guidelines for all learning resources and teaching equipment are distributed to all teachers.

Staffing

The current Library and Learning Resources Co-ordinator has been in post since September 2017. She works at the College one afternoon per week. She deals with ongoing tasks such as ordering new books, as well as looking at and implementing ways in which the library and learning resources can be improved. She regularly reports back to the Executive Committee on work in progress, current plans and direction for the future. She is assisted by a member of the administrative team who spends half a day per week dealing with ongoing tasks such as cataloguing new books, photocopying and checking the teaching kits.

Communications

The Library and Learning Resources Co-ordinator keeps in touch with students and staff through emails, announcements on the VLE and the staff and student newsletters to let them know of library developments. A library noticeboard also keeps students and staff up to date with new developments in the library.

Feedback

Input from staff and students is collected via a feedback box in the library and through email. Students can also express their views via Staff-Student Consultative Committee meetings.

Budget

An annual budget is allocated for the acquisition of materials and the library holdings have been steadily building up over time. The budget covers staffing, acquisition of new books, journals and other learning resources.

Review date: 2022