# **New course proposals**

# **Library Services / TEL guidance**

Providing library and TEL resources and systems can be complicated and challenging, especially where partner or overseas students are involved, due to complex licensing conditions. The following tool is designed to support course teams with filling in the Library Resources box on the Academic Planning and Portfolio Group (APPG) form; to highlight potential issues that it may be useful for them to be aware of; and to encourage early engagement with the relevant Library Services / TEL staff (where appropriate) so we can jointly deliver the best possible experience to our students.

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|  |  |   | **USEFUL TO INCLUDE IN APPG FORM** | **NOTES** |
|  **1** | 1. **Students will be taught online or by highly blended delivery**
 | Go to #2  |  | Please note the need for good library induction / support to be addressed as part of the approval process. Don’t assume students will know how / be able to access and use online resources and services effectively. |
|  | 1. **Students will be taught mainly or totally face to face**
 | Go to #3 |  |  |
| **Delivery will be online or highly blended**  |  |  |  |
|  **2** | 1. **Course team has existing expertise in developing and designing online courses and learning objects**
 | Go to #4  | You may choose to indicate this on the APPG form |  |
|  | 1. **Course team has limited expertise in developing and designing online courses and learning objects**
 | Go to #4  |  | Liaise with TEL once APPG approval is gained to arrange timely support and training to design your course. Note that this can be a lengthy and time- consuming process.  |
| **Delivery will be mainly or totally face to face** |  |  |  |
| **3** | 1. **Students will be based at Worcester**

 | **End here**  | No special information is required for the APPG form regarding library / TEL resources. | Liaise as usual with Library Services / TEL during the approval process especially over any additional requirements e.g. PebblePad workbooks |
|  | 1. **Students will be based at a partner institution**
 | Go to #4 |  |   |
| **4** | 1. **Students will be UW numbers (i.e. we will report them to HESA / EFSA etc)**
 | Go to #5 |  | This is a key factor in determining what our licences allow us to provide. If in doubt, please seek advice |
|  | 1. **Students will not be UW numbers**
 | Go to #7 |  |  This is a key factor in determining what our licences allow us to provide. If in doubt, please seek advice |
| **Partner Students: UW numbers** |  |  |  |
| **5** | 1. **Students will be accessing UW library online resources**
 | Go to #6 | Note this provision on APPG form | Note that not all online resources can be made available to partner students especially if they are based overseas; check on [our website](https://library.worc.ac.uk/working-with-partner-courses) or ask for advice.Liaise as usual with Library Services (Partnerships and Transitions Librarian) during the approval process. |
|  | 1. **Students will not be accessing UW library online resources**
 | Go to #7 | Note on the APPG form with any reason for this decision.  | Alternative high-quality provision will need to be identified during the approval process. |
| **6** | 1. **Students will require access to UW Blackboard, PebblePad and/or Turnitin (add any others required)**

 | **End here**  | Highlight which tools will be used on the APPG form and liaise with TEL as soon as possible.  | Note that students must be UW numbers to access BB, PPad and there may be additional costs for partner students to access Turnitin. Bear in mind partner staff as well as students will need to have access and support / training to use the tools.  |
|  | 1. **Students will access a partner VLE / TEL tools**
 | **End here**  | Explain on the APPG form why this approach is being taken | Support and training (for staff and students) will need to be sought and agreed with the partner. |
|  **Partner students: not UW numbers** |  |  |
| **7** | 1. **Students will be accessing some UW library online resources**
 | Go to #8 | Additional high-quality provision will probably need to be identified during the approval process; note possible source if known on the APPG form.  | Note that only limited online library resources can be made available to partner students who are not our numbers especially if they are based overseas; check on [our website](https://library.worc.ac.uk/working-with-partner-courses).Liaise as usual with Library Services (Partnerships and Transitions Librarian) during the approval process.   |
|  | 1. **Students will not be accessing any UW library online resources**
 | Go to #8 | Note on APPG form with indication of possible source of resources  | Alternative high-quality provision will need to be identified during the approval process and evidenced in the Resource Statement |
| **8** | 1. **Students will require access to UW Blackboard, PebblePad and/or Turnitin**

 | **End here**  | Only include this on APPG form following discussion with TEL – or note that it’s subject to confirmation - see note  | Students must be UW numbers to access BB, PPad and TiI. *Exceptionally it may be possible to give limited access, but this poses considerable registration, technical and support challenges and is not recommended.* Liaise with TEL as soon as possible to discuss alternatives and with Registry Services.   |
|  | 1. **Students will access partner VLE etc**
 | **End here** | Indicate on APPG form | Support and training (for staff and students) will need to be sought and agreed with the partner.  |

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