

Equality Analysis

This form enables you to reflect on your proposed activity, and to assess the potential positive and negative impacts it might have on different members of the community. The Equality Analysis is designed to help you ensure your activities are meaningfully considered and not spending your time on an activity that will later need to be changed or disbanded due to not thinking about the practical needs of diverse communities who we are required to protect. If you have any questions about how to complete this Equality Analysis, please read the [Guidance](#) or contact the Equality, Diversity and Inclusivity Team: edi@uwe.ac.uk.

Activity Title: Implementation of new Library Management System (Alma, provided by Ex Libris)

Project Manager and Contact: Damian Gibson (damian.gibson@uwe.ac.uk)

Proposed activity (change, refresh, policy, process or practice) being analysed

The library is implementing a new Library Management System, which will manage a range of library operations including circulation; record management; invoicing and financial management; user management; user fines; e-resources management; resource discovery; access and authentication.

The new system replaces an existing system which has been in operation at UWE since the 1990s. The new system will bring UWE library services up to date with current technical standards, streamline a range of activities, and allow the library to expand its capabilities.

Library users (UWE staff and students) will experience an updated library search interface (Primo), which replaces the existing library search (Summon). The new system will operate in a very similar way to the existing search interface, but take advantage of its deeper integration with the library management system (Alma). Part of the process involves a change to UWE's link resolver (the system which directs students to resources), which should ensure more seamless access to the library's resources.

Staff will experience a completely new and updated backend for the system, with improved functionality and accessibility. The system will provide a holistic solution for library staff, allowing them to carry out a range of technical and administrative functions in one place, rather than a number of dispersed and disconnected systems (e.g. spreadsheets, external software, university finance, physical records etc.)

What sources of information/ data, or who have you identified to help explore potential equalities impacts?
Examples include: External or Sector data/research, Staffing Statistics, Student or Staff Networks, specific stakeholders.

Library disability team
Equality, Diversity and Inclusivity Department
Library staff forums

Web Content Accessibility Guidelines (WCAG) assessment for Primo / Alma

- https://knowledge.exlibrisgroup.com/Alma/Product_Materials/080Alma_Accessibility
- https://knowledge.exlibrisgroup.com/Primo/Product_Materials/Primo_Accessibility

Assessing the activity from different perspectives

Might your proposal impact people who identify with the protected groups below in the following contexts?

- Access to or participation in UWE Bristol Faculties or Professional Services?
- Student experience, attainment or withdrawal?
- Staff experience, representation, or progression?

Action Planning: how will you mitigate negative and maximise positive outcomes?

Use the table below to explain why you have made that assessment and plan your response.

Please feed information from this action plan to your activity's own planning documents e.g., action plans, risk registers, benefits maps

	Possible Positive Impact on Groups Include relevant data if possible	Possible Negative Impact on Groups Include relevant data if possible	Actions Required	Responsible Person	Target date	Success indicators	Progress to date
All (possible impacts affecting many groups)	New system will be more intuitive for users, with a range of accessibility options to comply with Web Content Accessibility Guidelines (WCAG)	Staff will require training to become competent on the new system, so some tasks may initially take longer than usual. Change to systems could result in higher levels of stress amongst staff.	Comprehensive staff training programme to start in month prior to launch Communication plan in place to keep library staff full up to date with the changes, acknowledging impact they will have on their role.	Functional leads: Sandra Clark, Laura Vickery, David Rowe, Rhiannon Hawkins, Matt Durant	23/08/22	All staff fully trained on new systems.	
Age (older people, younger people)		Older staff and students may need additional support on the new system	Changes communicated to users at launch, with trained library staff capable of	Matt Durant (Customer Liaison and Outreach Manager)	23/08/22	Enquiries staff trained on key support points. Communicati	

			providing support to users in need of assistance.			ons plan actioned by Library Engagement Coordinator	
Disability, including mental health and non-visible disabilities	<p>Users can navigate most of the Alma web application using a keyboard only.</p> <p>Users can listen to most of the web application using a screen reader</p> <p>Users can navigate most of the web application using speech recognition software</p> <p>Users can zoom in up to 200% using browser tools without losing any text</p> <p>Users can control the density of the display across the system</p>	A small number of features are challenging to navigate using only the keyboard.	<p>Support staff briefed on areas where accessibility is more challenging, in order to support disabled users.</p> <p>This advice will be documented to communicate with new staff, and kept fully up to date with each new software patch.</p>	Functional leads: Sandra Clark, Laura Vickery, David Rowe, Rhiannon Hawkins, Matt Durant	23/08/22	Staff fully briefed on areas with challenging navigation for disabled users, in order to provide support.	

	The new system enables off campus access for staff with mobility issues, who can't work regularly on campus.						
Women and men	The new system enables off campus access for staff with care responsibilities.						
Trans and non-binary people, including gender reassignment		Staff returning from leave following surgery may require one-to-one training to become competent with the new system.	One to one staff training and supplier-provided familiarisation materials to be available for staff returning from surgery.	Functional leads: Sandra Clark, Laura Vickery, David Rowe, Rhiannon Hawkins, Matt Durant	23/08/22	Training plan and materials in place for returning members of staff.	
Marriage and/or civil partnership		Staff returning from leave following marriage or a civil partnership may require one-to-one training to become	One to one staff training and supplier-provided familiarisation materials to be available for staff	Functional leads: Sandra Clark, Laura Vickery, David Rowe, Rhiannon	23/08/22	Training plan and materials in place for returning	

		competent with the new system.	returning from outlined leave.	Hawkins, Matt Durant		members of staff.	
Pregnancy and/or maternity, including Adoption	The new system enables off campus access for COVID 19 work from home, third trimester advice.	Staff returning from family leave may require one-to-one training to become competent with the new system.	One to one staff training and supplier-provided familiarisation materials to be available for staff returning from family leave.	Functional leads: Sandra Clark, Laura Vickery, David Rowe, Rhiannon Hawkins, Matt Durant	23/08/22	Training plan and materials in place for returning members of staff.	
Race, including ethnicity and citizenship							
Religion and/or belief, including those without religion and/or belief	The new system enables off campus access for people observing a religious occasion						
Sexual orientation							
Other specific group (e.g.,	The new system will use plainer language to explain certain functions						

International or Access)	for both end users and staff.						
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Project manager next steps

Does this Equality Analysis require consultation of 3 or 6 weeks ([chart to help you decide](#)):

3 weeks

~~6 weeks~~

Delete as appropriate.

Is further monitoring or engagement required? (In addition to the formal Equality Analysis consultation, e.g., with the Students' Union, Disability Services, relevant staff groups):

Yes

~~No~~

Delete as appropriate.

What measure / statistic / data will you use to check if the activity has had a positive, negative, or neutral outcome?

Consult library staff forums, and conduct user experience testing with library patrons via Library User Experience group, to ensure that changes have had a positive outcome to user experience.

When will you review this Equality Analysis? Enter date or project stage suitable to the proposal: During Cutover Phase (just prior to launch, to ensure we are on track to complete required actions.

Equality, Diversity, and Inclusivity Team Review

The EDI Team has reviewed this Equality Analysis and is satisfied that it is ready for formal consultation

EDI representative:

Date:

Faculty/Service/Departmental Sign off

I am satisfied with the results from investigation, consultation, and analysis. The progression of this EA will continue to throughout the activity/project and I will ensure that a review is undertaken following the final implementation of the proposal, to assess its actual impact. Any actions or feedback that results as a consequence of ongoing project changes will be monitored and incorporated within the stated processes. Any negative outcomes will be resolved with the appropriate stakeholders identified.

Faculty Dean/ Head of Department/ Head of Service: Amanda Barson

Faculty/ Department/ Service: Library, Careers and inclusivity

Date: 5 May 2022

So what?

Consultation and engagement feedback is extremely important in Equality Analysis. Listening to student and staff voices and acting on their feedback mean that activities become fit for purpose for diverse student and staff communities. Complete the 'You Said, We Did' table **before and after formal consultation**, and throughout the remaining lifetime of your activity to show the impact of feedback on your activity. The Equality and Diversity Unit will be in touch to gather examples of this feedback to share with equality stakeholders. Please add additional rows to the table as required.

You said	We did

Please forward an electronic copy to the EDI Team by emailing edi@uwe.ac.uk

The original signed hard copy and/or electronic copy should be kept with your team for actions, review, and progression of Freedom of Information requests.