



Policy Screening for the Digitisation Policy

Date: *8 March 2021*

LNI Policy Screening Template

Part 1. Policy Scoping

Information about the policy

Name of the policy Digitisation Policy
Is this an existing, revised or a new policy? Revised Policy
What is it trying to achieve? (intended aims/outcomes) The purpose of this policy is to: <ul style="list-style-type: none">• increase awareness of Libraries NI and its collections and services• increase access to its resources• increase participation to library resources and services through visible and unique content• preserve and protect unique, rare and fragile items through digital reproduction• create Libraries NI content• facilitate virtual exhibitions• achieve specific business plan targets or objectives• generate income where appropriate• supporting mutually beneficial partnerships.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. This policy treats all persons using the library service equally. Potentially all Section 75 categories might be expected to benefit from the policy by accessing Libraries NI digitised collections, resources and virtual exhibitions remotely.
Who initiated or wrote the policy? The policy has been drafted by Libraries NI Service Development Manager with responsibility for the relevant collection
Who owns and who implements the policy? The policy is owned and managed by Libraries NI Service Development Manager with responsibility for the relevant collection. Responsibility for implementation lies with relevant Heritage employees within the organisation.

Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/
outcome of the policy/decision?

If yes, are they

financial

legislative

other, please specify _____

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the
policy will impact upon?

staff

service users

other public sector organisations

Voluntary/community/trade unions

Other, please specify _____

Other policies with a bearing on this policy. What are they?

- Children's and Young People's Services Policy
- Customer Feedback Policy
- Digital Inclusion Policy
- Engaging with Culture and Creativity Policy
- Filming Policy
- Heritage Policy
- Information and Learning Services Policy
- Policy for the Loan and Use of Heritage and Other Assets
- Partnership Policy
- Reading and Reader Development Policy
- Sponsorship Policy
- Stock Policy

Who owns them?

The above policies are owned and managed by Libraries NI.

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the section 75 categories

Section 75 category	Details of evidence/information
Religious belief	Libraries NI does not gather evidence of religious belief. As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy
Political opinion	Libraries NI does not gather evidence of political opinion
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men women generally	As above
Disability	As above
Dependants	As above

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify for each of the section 75 categories.

Section 75 category	Details of needs/experiences/priorities
Religious belief	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
Political opinion	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
Racial group	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
Age	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
Marital status	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
Sexual orientation	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
Men women generally	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities
Disability	Need to consider use of different formats when communicating the policy in order to allow a full understanding of the policy to be gained by the user
Dependants	The policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?		
Section 75 category	Details of policy impact	Level of impact? Minor/major/none
Religious belief		None
Political opinion		None
Racial group	Provided consideration is given to those whose first language is not English	None
Age		None
Marital status		None
Sexual orientation		None
Men women generally		None
Disability	Provided consideration is given to the needs of people with disabilities	None
Dependants		None

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
Section 75 category	If yes, provide details	If no, provide reasons
Religious belief		The policy does not impact on the equality of opportunity for this category
Political opinion		The policy does not impact on the equality of opportunity for this category
Racial group	By addressing language needs and translation of any relevant material	
Age		The policy does not impact on the equality of opportunity for this category
Marital status		The policy does not impact on the equality of opportunity for this category
Sexual orientation		The policy does not impact on the equality of opportunity for this category
Men women generally		The policy does not impact on the equality of opportunity for this category
Disability	By the use of different formats when communicating the policy in order to allow a full understanding of the policy to be gained by the user	The policy does not impact on the equality of opportunity for this category
Dependants		The policy does not impact on the equality of opportunity for this category

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?

Minor/major/none

Section 75 category	Details of policy impact	Level of impact Minor/major/none
Religious belief	The scope of the policy is likely to impact on good relations by the digitisation of resources that offer access to factual content	Minor
Political opinion	The scope of the policy is likely to impact on good relations by the digitisation of resources that offer access to factual content	Minor
Racial group	The scope of the policy is likely to impact on good relations by the digitisation of resources that offer access to factual content	Minor

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Section 75 category	If yes, provide details	If no, provide reasons
Religious belief	The scope of the policy does allow opportunity to promote good relations by offering access to the digitisation of resources	
Political opinion	The scope of the policy does allow opportunity to promote good relations by offering access to the digitisation of resources	
Racial group	The scope of the policy does allow opportunity to promote good relations by offering access to the digitisation of resources	

Additional considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant section 75 categories concerned

As the policy applies fairly and consistently to all members of staff and persons using Libraries NI services and facilities irrespective of their membership of a particular section 75 category the issues of multiple identities is already covered in the previous responses.

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reason.

The policy does not have an adverse impact on any of the Section 75 categories - provided proper consideration is given to those who may have particular needs e.g. people with a disability or those whose first language is not English

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

No requirement to consider mitigation or an alternative policy.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reason

Not applicable

Mitigation

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

Not applicable

Timetabling and prioritising

If the policy has been 'screened in' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1 - 3)
Effect on equality of opportunity and good relations	1
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a public authority's functions	N/A

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist in timetabling. Details of the Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

Part 4. Monitoring

The policy will be monitored for effectiveness and impact by statistical evidence and analysis of:-

- Number of digitised resources, collection or exhibitions
- Number of customers accessing the resources
- Customer Feedback

Part 5. Approval and authorisation

Screened by:	Position/Job Title:	Date:
 Ciara Gault	Service Development Manager	8 March 2021
 Kirsty McClelland	Service Development Manager	8 March 2021
Approved by:		
 Helen Osborn	Director of Library Services	8 March 2021

Note: A copy of the Screening template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the website as soon as possible following completion and made available on request.