**Statement from TEC Partnership Learning Centre HE05D**

Analysis of Resources for <<programme title>>

As part of the approval process, TEC Partnership’s Learning Centre is required to provide a statement on the availability of resources. Based upon an analysis of the resources identified in the documentation, the following can be reported:

[*n*] modules were checked. Of these, [*n*] modules [module titles] were listed without any books or journals.

Texts

All lists have been checked against the Learning Centre Catalogue and against appropriate databases identifying current, forthcoming and out of print titles.

At least one copy of each listed title was in stock in the Learning Centre, in the most current edition available. If a title was traced as being in print but not currently in stock in the Learning Centre, it is calculated that it would cost approximately £[*n*] to purchase one copy of each title.

[n] items were not in the Learning Centre’s stock and not in print. The relevant teaching staff have been informed so that the indicative resources can be amended. It may be possible to obtain second-hand copies of our-of-print titles, but this is generally not recommended as these copies will usually be in limited supply and may not be in good condition.

Staff will also be informed of any corrections to spelling or bibliographic details of any of the resources.

At this stage, the likely number of students has not been taken in to account. Some titles may not be available in the appropriate quantities may need to be purchased to meet the needs of larger groups.

Journals

Of the [*n*] journals which were recommended in the indicative resources, the following [*n*] titles could not be identified as current Learning Centre print or electronic subscriptions.

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| --- | --- | --- |
| Journal Title | Cost | Notes |
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The overall cost would be £[*n*] for all the new titles, based on current prices and exchange rates.

If back runs of any of the proposed journals are required, the module leader must contact the Head of the Learning Centre to discuss specific requirements.

Specific journal articles

[*n*] journal articles identified in the indicative resources are not currently available in TEC Partnership’s collection in either print or electronic format. It may be possible to obtain photocopies or digitised copies of these articles which comply with copyright legislation. However, there may be cost implications and module leaders must contact the Head of the Learning Centre (or equivalent) to discuss options.

Online Databases

Relevant databases are available to support this programme from TEC Partnership’s VLE. In particular:

[list and description of most relevant databases]

The following databases were listed in the documentation but are not current TEC Partnership subscriptions.

|  |  |  |
| --- | --- | --- |
| Online Database | Cost | Notes |
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Potential new subscriptions will be considered as part of the annual programme review.

Web Sites

All web sites listed in the resources were checked for accuracy. Staff will be informed of any sites that could not be traced or corrections to URLs.

Electronic Reading Lists

Electronic reading lists will be created for all the modules on this programme. It is the responsibility of module leaders to inform TEC Partnership’s Learning Centre of any changes to the indicative resources.

Information Skills

A key role of TEC Partnership’s Learning Centres is the development of information skills to enable students to fully exploit the range of resources available and to access quality information sources. These skills cannot be acquired solely at induction.

[Either:

There is no mention of how the students will develop these skills in this programme

or:

I will recognise that information skills will be delivered in [name of module] and I am happy to liaise with the module leader regarding Learning Centre input.]

[name]

Librarian