Equality Impact Assessment Form

University of the Highlands and Islands
Oilthigh na Gàidhealtachd agus nan Eilean

Policy/Procedure/Strategy: Reading List Software

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Signature:

Review Due: October 2017

Department/Section: Library/LIS

Date of Assessment: 11/10/2016

Date: 11/11/2016

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

This EIA is to ensure no particular group of students is disadvantaged or discriminated against when using the new Module reading List software, Rebus:list.

- ○ New
- ○ Revised
- ○ Existing

Who will be affected?	Who will be consulted?	Evidence available:
Potentially anyone using the software could be affected. It will most likely be students/staff with a visual impairment.	Librarians, students, academic staff members, the system supplier.	Ongoing feedback from users, red button comments, monitoring service desk calls.

Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	N/I	N	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	N/I	N	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations.	N/I	N/I	N/I	N/I	P	N/I	N/I	N/I	N/I

PTO

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Action to be taken

Areas where there are potential negative impacts:

Disability: People who are visually impaired or with physical disabilities may require adaptive technology in order to make full use of ICT facilities. Ensure reading list software functions with screen reader software. Lists can be saved as PDF for use in such software, so it will be necessary to ensure library staff are aware of this functionality. Also highlight in training materials that the system can be navigated without a mouse. Liaise with system vendor regarding any other problems identified. The text on the site has been put through a contrast accessibility checker to ensure text and backgrounds comply.

Maternity: Staff members on maternity may have missed the rollout of the new software. A module leader might have missed being assigned a list in the system. Ensure those on maternity leave have access to training materials when they return.

Summary of EIA Outcome – please tick

☐   No further action to be carried out
☐   Amendments or changes to be made
√   Proceed with awareness of adverse impact
☐   Abandon process – Stop and Rethink

Please forward completed EIA forms to the Quality Unit