Learning Hub Collection

Collecting policy

User profile
This collection statement covers the provision provided by the Learning Hub, which consists of materials relevant to national education priorities, the teaching of the National Curriculum in England and the needs of Initial Teacher Training courses taught within the Institute of Education.

The collection is primarily intended for student teachers, providing them with a range of materials for use in schools and a variety of material for critical evaluation.

Taught Courses
The Institute of Education (IoE) runs three undergraduate courses:

- BA Education
- BA Education Studies
- BA Children’s Development and Learning

As well as a Foundation Degree in Development and Learning.

The IoE also offer a range of Postgraduate Initial Teacher Training (PGCE) routes alongside Early Years Initial Teacher Training (EYITT).

The Learning Hub collection is also used by:

- Teaching staff at the Institute of Education - as teaching resources for their lectures and seminars.
- Students studying for the MA Education - as a source of recent fiction and other materials for critical evaluation.
- Those registered with the University for NQT (Newly Qualified Teachers) support

The collection is not intended to be used by children, except where under the supervision of those borrowing materials for use in schools.
Current Holdings

Material is held at the Learning Hub on London Road Campus. Resources are organised thematically by subject.

**Books and multimedia**

The Learning Hub contains a wide and diverse range of books and multimedia resources related to National Curriculum subject areas. These include; children’s fiction, non-fiction, phonics, poetry and plays; Big Books; teacher resource books, CD-ROMs and schemes of work.

**Resource Packs**

As well as books the Learning Hub also provides a range of resource packs, these include items such as posters, maps, photo-packs, activity-packs and story-packs.

**Equipment**

The Learning Hub stocks examples of subject specific equipment such as beanbags, balls, measuring cylinders, sorting resources and educational games.

**Objects**

A variety of both subject specific resources (e.g. historical objects) as well as general toys, puppets and miscellaneous objects for use in teaching and display are stocked at the Learning Hub.

Strengths and Exclusions

The Learning Hub’s resources cover all subject areas of the National Curriculum in England and include books and materials relevant to and required by undergraduate and postgraduate trainee teachers.

The collection has particular strengths in Early Years and Primary provision, especially with regard to resources for literacy.

The focus of the collection is school based and therefore generally excludes materials on educational theory and research.

Areas for development include:

- KS3 and KS4 provision
- Dual language texts in Urdu, Punjabi, Bengali and Chinese (as many local schools where students undertake teaching practice have large immigrant populations.)
- Areas of National Education Priority:
  - Managing behaviour and discipline
  - English as an additional language (EAL)
  - Special educational needs and /or disabilities (SEND)
  - Supporting underperforming groups of pupils
  - Challenging bullying
  - Making accurate and productive use of assessment
  - Safeguarding and tackling extremism
  - Refugee Education

For more information, see the [DfE departmental plan](#).
Collecting level

The collection mainly supports teaching at undergraduate and postgraduate level. It is not intended to support research but may, by its nature, be of value to some taught research programmes. Reference materials are kept up to date.

Borrowing

As resources are used extensively on student teaching practice, loan periods will normally be for a term. Some materials of high value or use will be reference only.

Alternative access

Other collections in the University

The University Library’s Teaching Practice Collection provides a diverse range of children's fiction and non-fiction from the 1960s onwards; a selection of textbooks to GCSE level; plays for children and criticism of plays for children; multimedia; 3D objects; and music scores. Loan periods will normally be for a term.

The University Library also provides materials on education theory and research. See the Education Collection Development Policy for further information.

The Children’s Collection at UMASCS (University Museums and Special Collections Services) holds books and journals for children published largely in the 19th and early 20th century. This is a non-loan collection, but is useful in the study of children’s literature.

Use of external libraries

Student teachers often make use of the wide collections held at local public libraries.

The library of the University College London, Institute of Education has a Curriculum Resources collection, displaying examples of schoolbooks and teaching materials for all levels and all school subjects.

Selection and acquisition

Selection of stock is currently undertaken by the Learning Hub Manager, in consultation with academic staff at the Institute of Education.

The aim is to develop a collection, which is relevant, up-to-date and comprehensively reflective of the wide range of teaching materials available. Items will normally be purchased based on their relevance to national education priorities, the teaching of the National Curriculum in England and in relation to the needs of Initial Teacher Training courses taught within the Institute of Education.

- Existing areas of strength continue to be advanced alongside areas of development identified above.
- New material produced by local authors and material about the local area are purchased where possible.
- Winners of the Chartered Institute of Library and Information Professionals’ (CILIP) Carnegie Medal for children’s literature, the Kate Greenaway Medal for illustrations,
the American Library Association’s John Newbery Medal for children’s literature, and the Caldecott Medal for illustrations are also purchased.

- Paperback format is preferred for fiction items, if available, but picture books and non-fiction items are bought in hardback. However, if the difference between the hardback and paperback price is >£15, paperbacks are preferred.
- Pop-up books, board books and novelty items are also within the scope of the collection if relevant.
- Non-book items are selected for the collection, including multimedia, games, resource packs, examples of subject equipment and relevant objects.
- The preferred language of the collection is English with the following exceptions:
  - foreign language textbooks
  - dual language texts
  - materials supporting EAL school children
- Additional copies of items will not normally be purchased unless there is a demand. The Learning Hub does not usually provide class sets. Occasionally class sets will be purchased by staff of the IoE and stored at the Learning Hub. These are not available for loan to students.
- Items may be selected where the content could be thought by some as unsuitable for children. A warning may be attached to such items if deemed appropriate. It is assumed that any children using material from the collection will be supervised.

**Donations**

The Learning Hub welcomes donations or bequests, which enhance its ability to fulfil the Collection Development Policy. See the [general CDP](#) for further details.

**Stock editing**

The Learning Hub Manager, in consultation with IoE staff, will undertake withdrawal of stock as appropriate. Materials considered for withdrawal will include those with low-level usage or those that are outdated owing to changing priorities within the national curriculum. Removal of worn or damaged resources will be undertaken by the Learning Hub Manager without consultation with replacements being acquired where necessary.

Various methods of appropriate disposal may be considered, including offering withdrawn items for sale, donation to other institutions or local schools, and recycling.

Items may also be retained but transferred to other collections at the University, such as the UMASCS Children's Collection, if they are of historical importance, especially relating to the history of education and children's literature. Such items may illustrate changes to teaching methodology; be written by significant authors; have fine illustrations, binding, or other distinguishing features.

*Policy written by Louise Cowan, Learning Hub Manager, August 2017*