

Heythrop College
University of London

Policy on Extremism

Annex 2

Library holdings and teaching material uploaded to HELIOS (virtual learning environment)

The Director of Administration (institutional Prevent lead), the Librarian and the Head of ICT Services met on 22 February 2016 to review progress on ensuring that policies and practices with respect to the Library and teaching material on HELIOS meet the requirements of the Prevent Duty policy.

Current Library holdings

The Librarian has carried out a high level review and has concluded that there is no material within the holdings supportive of or likely to draw readers into terrorism, having given particular attention to

- ISIS
- Al Qaeda
- Far right extremism
- Far left extremism
- Animal rights extremism

Requests for new books

Requests for new books are considered by the Deputy Librarian, who will consider whether material requested is supportive of or likely to draw readers into terrorism. Any matters of concern will be escalated to the Librarian.

If the material is confirmed as being a matter of concern this will be raised with the requestor, who will be asked to explain why the material has been requested. If the requestor is a student the module convener or supervisor will be asked to comment on the request; if the requestor is a member of staff the Chair of the Ethics Committee will be asked to comment on the request.

If Librarian is satisfied that the request is unproblematic the book will be ordered. The Director of Administration will be notified, who will keep a central record of Prevent-related concerns.

The book thereafter will not be generally available. If the material is requested the concern about it will be raised with the requestor, who will be asked to explain why the material has been requested. If the requestor is a student the module convener or supervisor will be asked to comment on the request; if the requestor is a member of staff the Chair of the Ethics Committee will be asked to comment on the request.

If Librarian continues to be concerned about the request the matter will be escalated to the Director of Administration.

Requests for inter library loans

Requests for inter-library loans are considered by a Library Assistant¹ (for whom this is a specific responsibility) who will consider whether material requested is supportive of or likely to draw readers into terrorism. Any matters of concern will be escalated to the Librarian.

If the material is confirmed as being a matter of concern this will be raised with the requestor, who will be asked to explain why the material has been requested. If the requestor is a student the module convener or supervisor will be asked to comment on the request; if the requestor is a member of staff Chair of the Ethics Committee will be asked to comment on the request.

If Librarian is satisfied that the request is unproblematic the book will be ordered. The Director of Administration will be notified.

If Librarian continues to be concerned about the request the matter will be escalated to the Director of Administration.

Material on HELIOS

Module conveners are responsible for checking material uploaded by students onto the sections for their modules.

If they are concerned that the material uploaded is supportive of or likely to draw readers into terrorism they will ask ICT Services to arrange for the material to be hidden and raise the matter with the Director of Administration.

Nadeem Ahmad, Head of ICT Services

Michael Morgan, Librarian

Saladin Rospigliosi, Director of Administration (Interim)

February 2016

¹ It should be noted that requests for inter library loan are requests for material that should already have been subject to a review in the light of the Prevent duty.