

16 Information Services

Introduction

This category covers those functions within the institution that provide access to information for the student body and both academic and administrative staff. These include libraries, computing services, archive services, and information support services.

Such functions may be managed separately from each other, or in various combinations. These services routinely explain their facilities (and the conditions of their use) to students, staff and the general public and it is information of this nature that is included within this category.

Category Name	Category Description	How to access	Withheld information
Library facilities	Availability and conditions of use of library facilities	University Library	
Computing facilities	Availability and conditions of use of computing facilities	IT Services Monitoring and Surveillance	
Other information facilities	Availability and conditions of use of facilities	Media Production	
Major strategy documents	High-level aims and strategies of	University Library Collection Development and Management	

Category Name	Category Description	How to access	Withheld information
	information services units	Policy IT Services Strategic Plan 2012-2017	
Collections	Scope of major collections held by the institution	Archive Collections The Hunterian Collections Hunterian Online Collections Guides and catalogues to collections, including the library public access catalogue.	Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above Any personal data held within the information belonging to this category will also be exempt from disclosure.
Collection strategy	Collection management and preservation strategies	Archives Collection Policy Hunterian Collection Policy	

Category Name	Category Description	How to access	Withheld information
		Special Collections Development Policy University Library	
Open archives	Information about records held by the institution's archive facilities for permanent preservation and designated as open irrespective of the date of creation.	Archive Services Special Collections The Hunterian	Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above
Other archive facilities and special collections	Description of the institution's archive facilities and special collections	Archive Services	Material referenced by catalogues will generally be exempted as 'otherwise accessible' under s.25 of the Act, since it is available in terms of the 'Library Facilities' Category above