



## Arran Community Resource Register Guidance

### What is the resource register?

Arran CVS has noted in the past that community groups would benefit from a collective register where they can pool and share their resources, in order to more efficiently use the assets that already exist and not incur unnecessary expense. We have opted for this solution for the following reasons:

- Everyone can access and edit it at the same time, from the comfort of their own offices or homes, provided that they have access to the internet;
- It is available 24/7, so it doesn't need to be accessed during Arran CVS's opening hours;
- Backups are done automatically. This means that if someone makes a mistake and, for example, accidentally deletes a lot of information, Arran CVS can easily recover the last correct version;
- It is a free and user-friendly tool, so it didn't cost Arran CVS anything beyond a bit of staff time to set up.

With budgets ever shrinking, we hope that this register will make it easier for you to find the tools you need to continue your great work for the benefit of Arran!

### How to use it?

#### *Navigating the spreadsheet*

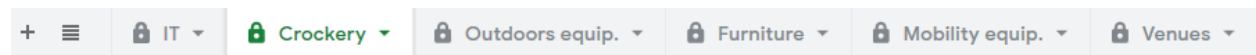
If you are not used to looking at spreadsheets this may look a bit confusing, so let's first take a quick look at the different elements you need to familiarise yourself with. As soon as you click the link you were given, you will be brought into the spreadsheet.

The first thing you will probably notice is the various coloured column headings at the top, such as the below:

Item	Organisation	No. available	No. unavailable
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The headings are coloured according to the sheet that they are in to make it easy for you to understand which list you are looking at. For example, these are the columns in the sheet for crockery. We think this is a better way of organising things, rather than having every kind of item on the same sheet.

To see the lists for other types of items, please look at the bottom of the window and you will notice a row of tabs that looks like the below:



All you need to do is click on the kind of item you are interested in, and the appropriate list will show up; as you can see, since we are looking at the Crockery section, that tab is highlighted in comparison to the other tabs. It also has a thin red line which matches the colour of the headings on the list, so that's two ways in which you can identify which tab you are looking at.

If you need, just take a moment to familiarise yourself with navigating the spreadsheet, as well as its format, before moving onto the next section.

### *Inputting into the spreadsheet*

Right, now that you are confident with navigating the spreadsheet, let's talk about the content (and how you can contribute to it).

As noted above, each sheet is supposed to be used to list items that fall into that sheet's category only, to make things easier to search. Each sheet has mostly similar headings (the coloured boxes) to help you know which information would be good to include about the items, and so that we can keep a certain level of consistency. You will have seen that under each heading, there are lots of white boxes, and these are the ones you will need to use to input information about your items.

### **The spreadsheet will save any changes made automatically, so please do not worry about saving it.**

Although the headings should mostly be clear, it's worth going through each one to make sure you know what information we are looking for:

**Item** – we are looking for the name of the item only, you will have an opportunity to note any extra info in another column

**Organisation** – we are looking for the name of the organisation that owns the resource and is making it available.

**No. available** - number of items of the same type that you have available for renting/lending

**No. unavailable** - number of items of the same type that you already are renting/lending. We decided to put this in because it will help people browsing the list have an idea of how many are available in the community, for planning purposes.

**Cost to hire (if any)** - if you are willing to lend your item for free, either keep this information blank or put a 0 in the box. If you would like a donation, please input how much. This is completely up to you.

**If unavailable, when are they expected back?** – we put this question in because, once again, it will help anyone who's browsing the list with their planning. It also means that you will get fewer people getting in touch to ask for this information, thus saving you the time you would spend responding to them.

**Comments** – this is where you can provide a bit more information about the item, if you think it would be beneficial. For example, any comments about size, weight, condition, etc.

**Contact details** – although this is self-explanatory, please note that we are not going to insist that you put your contact details on this sheet because we understand that some people will be using their personal emails and phone numbers. If you don't want to put your contact details on there that's fine, just make sure that Arran CVS have the details and write something down such as "please get in touch with Arran CVS if you are interested and they will pass your details on to me"

### **Final notes**

Before you start using the resource register, there are a few notes that you need to be aware of and agree to:

- Arran CVS's sole responsibility pertaining to this resource register is to make it available in a format that is easy to navigate and to keep an eye on it to ensure information is standardised, and that it's being used respectfully and for the intended purposes. We will not be involved in the exchanges in any way;
- Every organisation is responsible for adding and managing their own items. Should there be any disputes arising from the use of this register (for example, an item is damaged by a borrower), this is to be managed by the concerned organisations themselves only; Arran CVS will not be made liable. That said, should it be found that certain parties are acting in bad faith whilst using this resource register, Arran CVS may take measures to ban those parties from further use of the register;
- We have made the tool as unrestricted as reasonably possible at this stage to encourage usage by the community. However, if Arran CVS notices that there are repeated instances of misuse (such as items being deleted against the wishes of the lending organisation or use of the register out with the specified purposes) we reserve the right to place further restrictions on the use of the register. Please use it responsibly.

If there is anything that is not working as well as you think it could, or if you think that there could be useful deletions or additions to the sheet (for example, add useful columns or delete columns that haven't been of much use), please get in touch with James at [James.Conlan@arrancvs.org.uk](mailto:James.Conlan@arrancvs.org.uk).

Please also get in touch with James if there have been any issues (for example, information you had previously put in has been deleted) so that he can monitor this or take corrective action if necessary.