

Reading List Policy

1. Introduction

The policy will ensure a coherent University approach to the provision of Library reading lists for students, and enable the University Library to meet the students' resource needs. The aims of the policy are to:

- ensure that students have ready access to Library reading lists associated with their modules and are made aware of further reading which may be required
- provide clear, accurate and current Library reading lists so that searching for
- resources is a positive experience for students
- ensure that academic staff are provided with a straightforward solution to manage their Library reading lists
- operate within the University's quality framework, which ensures that students have access to the Library reading lists for each module
- ensure that purchasing and provision of reading material is cost-effective and that resources are available in the right format, at the right time and in agreed numbers to meet the learning and teaching objectives of the module
- clearly articulate the roles and responsibilities of the Library, module leader and module teams

2. Scope

This policy outlines when and how the Library will provide access to essential and further reading. It applies to Library reading lists at module level and clearly outlines reading associated with a module.

3. Policy Statements

- Library reading lists must be created in Leganto, the University's reading list system, by module leaders.
- Reading lists will be available within the University's virtual learning environment (VLE)

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with links to items in print and electronic formats via LibrarySearch.

- In order to comply with licensing restrictions access may not be available to some partners and TNE students.
- Lists should be inclusive of different student needs as far as possible.
- Print books will be made available according to an agreed ratio of copies to students on the module (see Sections 4.1 and 4.2).
- Electronic resources will be purchased when available and cost-effective.
- The most recent edition will be purchased, unless a module leader states that an older edition is specifically required for pedagogical reasons.
- The purchase of items including journal subscriptions will be subject to available funding, and renewal of subscriptions will be subject to an annual review of usage.
- Items on reading lists must be identified as either *essential*, *further* or *topical* reading.

4. Essential, Further and Topical Reading

Each list must flag whether the resource is *essential*, *further* or *topical* reading and this will inform provision of resources.

4.1 Essential reading

- This is essential and required of all students.
- Items must be readily available.
- If available, an e-copy will be provided with sufficient access to meet student numbers on the module.
- Where an e-copy is not available the Library will endeavour to provide material in this category to a pre-agreed formula, normally in a ratio of 1:10 books to students.
- Library reading lists should normally include a maximum of five essential reading items

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per module.

- The Library will digitise journal articles or book chapter requests wherever possible within the Copyright Licensing Agency's (CLA) guidelines and make these items available within the VLE.
- Items must to be added during the update window for the module.

4.2 Further reading

- Reading that is desirable to expand knowledge of a subject.
- If available, an e-copy will be provided.
- Where an e-copy is not available the Library will ensure one print copy is purchased.
- Items should be readily available.
- Library reading lists should include a maximum of 25 further reading items per module.
- Items must be added during the update window for the module.

4.3 Topical reading

- Reading that is of a topical or timely nature.
- Items must be available or accessible from within Library resources.
- Items may be added or deleted from a list within the delivery of the module.

5. Responsibilities

It is essential for Faculties and the Library to work as partners in the planning and development of reading list requirements for new courses/modules. The University validation process for new modules and programmes of study requires consultation and approval with the Library to ensure that resources are available to support new courses/modules. Course leaders and module teams can support module leaders in the building of Library reading lists by agreeing on key texts for recommendation within subject disciplines, to avoid multiple recommendations for titles covering similar content. In addition,

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consideration should be given to the cost and currency of the resources recommended.

5.1 Module leaders and module teams

Module leaders and module teams will:

- follow the agreed policy for creating Library reading lists and attend Leganto training or consult the training documentation
- create, review and update Library reading lists on Leganto in advance of each semester and in accordance with Library deadlines
- ensure that the reading associated with their module contains material which is easily accessible to all students, and appropriate to the level of study
- identify items on reading lists as either *essential, further or topical* reading
- select items available as e-books wherever possible
- flag potential student purchases in the notes field for essential resources that are required throughout the module or across modules
- select journal articles from our current collection via LibrarySearch, or choose articles available online on open access
- give consideration to the cost of essential texts particularly if they may be flagged as a potential student purchase in the notes
- report any issues to the Library as they arise, and encourage feedback from students on Library reading lists as part of module evaluation
- take responsibility for updating and maintaining the currency of weblinks that may form part of module reading lists
- consider analytical data provided by the Library when reviewing reading lists.

5.2 The University Library

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The Library will:

- provide access to Library reading lists via Leganto
- provide information on semester deadlines for the updating of reading lists which will allow the Library sufficient time to acquire and make resources available
- work with Faculties to fully implement the Library reading list policy and gather feedback which will inform future policies
- provide support for resource planning at the course/module design, development and review stages
- introduce academic staff to the role and purpose of the Library reading lists
- provide training in the use of Leganto for academic staff
- identify and promote electronic alternatives to printed resources
- advise on copyright clearance and document digitisation
- ensure that Library reading lists and associated electronic resources are available in the VLE
- purchase new titles or additional copies within budgetary constraints
- actively source and purchase new editions of core titles on reading lists, unless the module leader adds a note to Leganto requesting a previous edition
- digitise single chapters or journal articles where items are unavailable or high cost
- provide feedback to module leaders if resources could not be sourced, or are sourced in alternative editions
- purchase print items costing in excess of £100 in reduced numbers or liaise with module leaders to source alternative titles
- monitor usage and purchase extra copies as required
- endeavour to source resources in alternative formats to suit students' specific requirements as identified on Tutor Awareness Sheets

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- provide analytical data on the usage of Library reading list resources to module leaders.

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