

Reading Lists Policy

Purpose and Context

The purpose of this policy is to ensure that at institutional level there is a coherent, integrated approach to the communication of required reading between academic staff and students and that the library is able to meet student expectations for adequate resource provision

Scope

Academic staff, Library staff. The policy applies to reading lists at module level and clearly outlines where students are recommended to purchase titles (this may be module dependent) and where the library will provide for essential, recommended and background reading.

1 Introduction

The aim is to:

- Ensure students have access to required reading materials and are aware of further reading which may be required
- Provide clear, accurate and current reading lists
- Ensure academic staff are provided with a straightforward tool to manage their reading lists
- Ensure that resources are available in the right format and in sufficient numbers to meet the learning and teaching objectives of the course of study
- Ensure reading lists are adaptable for those with disabilities: including: blind, visually or print impaired and deaf or hearing impaired students.
- Ensure responsibilities of course/module leaders and the library are implemented as in section 3.

2 Definitions and meanings

- Recommended for Purchase (you will need to use extensively throughout the module); required where it is necessary for all students to have access to the entire text for a number of weeks. Academic staff recommend that students purchase these 'set text' titles, although copies will be available in the Library.
- Essential (you must read/view this): reading that is required of all students to broaden and deepen understanding of the subject. The Library will meet the demand for essential reading by a combination of electronic, print copies, digitisation where no e-version is available (chapters and articles only), and, according to an agreed formula, which may vary between Schools. Marking reading that is essential also greatly assists students with disabilities that impact upon their reading, and how we can support them with the provision of alternative formats (see notes)

- Recommended (you are advised to read/view this): reading that is desirable, as it expands understanding of the subject. It is expected that students will read at least some material from this category and the Library will provide access to these titles.
- Background (this will help you to broaden and deepen your understanding of this subject): in some disciplines, and at some levels of study, students may be expected to explore the subject in greater depth. The library will provide access to these titles through existing stock or inter-library loans. Students should also be encouraged to use Summon to browse other library content.

3 Responsible Authorities

Course and module leaders should work in partnership with the Academic/Subject Librarians to ensure that:

- Resources required to support new modules are identified so that they can be made available in a timely manner
- Reading lists are reviewed by academic staff and updated regularly
- Copyright regulations are understood and adhered to as per the [CLA guidelines](#)
- Training on using the reading list system is undertaken or the training documentation consulted

4 Policy Statements

- Reading lists will be available within the VLE through the reading list system
- In order to comply with [CLA guidelines](#), access is only allowed to students currently enrolled on the course
- Student numbers will be identified, so that copies can be obtained according to an agreed formula as in the [Library Collection Management Policy](#)
- Where an electronic copy is available the number of print copies will be adjusted
- Where more recent editions of an item are available, the most recent will automatically be purchased, unless a lecturer states that an older edition is specifically required for pedagogical reasons
- The library will digitise journal articles or book chapters not currently available in electronic format, where appropriate, within copyright regulations.
- Purchase of background reading including journal subscriptions will be subject to available funding and renewal subject to annual review of usage

- Library staff will be notified when academic staff edit their lists. Academic staff will be notified in September if a reading list has not been updated for 13 months

5 Monitoring

The effectiveness of the Reading List Policy will be monitored and evaluated on an annual basis.

6 References

[The Library Collection Management Development Policy](#)

April 2019

Notes:

Under the Equality Act 2010 institutions have a duty to anticipate and make reasonable adjustments for disabled people to ensure they are not placed at a substantial disadvantage compared to non-disabled students.

Guidance from BIS in the 2016/17 Guidance for new DSA (Disabled Students' Allowance) Students states that,

'The learning environment should be as inclusive as possible, so that the need for individual interventions is the exception, not the rule. Institutions should engage in a continual improvement cycle that develops inclusive practice, with the aim of reducing the number of individual interventions required.' (p.3)

Where a student's disability impacts on their reading skills, the University has a duty to support those students and make reasonable adjustments. Therefore, if the essential reading list is produced with this in mind, the University can meet its duty under the Equality Act 2010.

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