

**Reading Lists Policy**

**1. Purpose**

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. The aim is to:

- Ensure students have access to essential reading materials and are aware of further reading which may be required
- Provide clear, accurate and current reading lists so that searching for reading is a positive experience for students
- Ensure students develop sufficient information literacy skills to benefit from provision of material on 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 a modified reading list is available for disabled students: including: blind, visually or print impaired and deaf or hearing impaired students
- Ensure responsibilities of course/module leaders and the library are implemented

**2. Scope**

The policy applies to reading lists at module level and clearly outlines where students are recommended to purchase titles and where the library will provide for essential, recommended and background reading.

1. Recommended for Purchase (this is an essential item which 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 a few copies will be available in the Library.
2. 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 multiple print copies, different loan periods, digitisation, and electronic copies, according to an agreed formula, which may vary between Schools.
3. 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 purchase at least one copy of these titles.
4. 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 purchase single copies of these titles although students should also be encouraged to use Summon to browse the library catalogue and use databases and journals.

**3. Responsible Authorities**

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

- Resources required to support new modules are identified by an agreed deadline, so that they can be made available in a timely manner
- Reading lists are reviewed and updated annually within agreed deadlines
- Copyright regulations are adhered to
- Training on using the developed software is undertaken or the training documentation consulted
- Feedback from students on the usefulness of the recommended material is encouraged
- Information Literacy skills are developed at appropriate points within the course/module
- Any issues are reported as they arise

#### **4. Policy Statements**

1. Reading lists will be available within the VLE through the MyReading system with links to items in print and digital formats
2. In order to comply with CLA regulations, access may only be allowed to students currently enrolled on the course
3. Reading lists will be created online using a standard template
4. Student numbers will be identified, so that copies can be obtained according to an agreed formula as in the Library Collection Management Policy
5. Where an electronic copy is available the number of print copies will be reduced
6. Where more recent editions of an item are available, the most recent will automatically be purchased, unless a lecturer states on the template that an older edition is specifically required for pedagogical reasons.
7. Existing electronic resources should be utilised wherever possible, although the library will digitise journal articles or book chapters not currently available in electronic format within copyright regulations and under the terms of the CLA licence. Access to such digitised readings will continue to be managed by the Library to ensure copyright compliance.
8. Purchase of background reading including journal subscriptions will be subject to available funding and renewal subject to annual review of usage
9. Items costing in excess of £100 may be purchased depending on the subject area
10. Academic staff should edit their own lists and the Library will be automatically updated. 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, taking into account quantitative usage and qualitative feedback, and reported to QSAG.

#### **6. References**

[The Library Collection Management Development Policy](#)

Disabled Students Modified or Directed Reading List Guidelines for staff (being updated)

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