READING LISTS AND THE LIBRARY

Ensuring that the materials you want your students to read are in the Library when they need them

Why does the Library need my reading list?

Raising student satisfaction with Library resources is one of our highest priorities so publish your reading list in good time to ensure that:

- your Liaison Librarian can make sure that student expectations of Library resources are met;
- the items your students need are in the Library in time (this can vary considerably, so allow 4-6 working weeks for your list to be checked and for items to be ordered, arrive and be processed);
- there are enough items at the appropriate loan periods to meet the likely demand;
- the items you are recommending can be found easily on the catalogue - we will re-catalogue any items with brief records;
- they are accurate and up-to-date - we can alert you to typographical errors which may make it harder for students to locate books or let you know about later editions.

How do I find out who my Liaison Librarian is?

A list is available on our website: www.reading.ac.uk/library/liaison

Why do I need to use the online reading lists system when I have a copy of my reading list in Word?

It is the University’s expectation that you use the Reading Lists system (which uses Talis Aspire software), to create accessible reading lists: www.reading.ac.uk/internal/staffportal/news/articles/spsn-750749.aspx.

Lists created in this way will provide your students with a single point of access to:

- reading lists which provide real-time information about books’ availability,
- CLA Licence-compliant scans requested by academic staff through the Library’s scanning service,
- links to external web pages and embedded multimedia,
- our online resources and guides, thus encouraging further engagement with scholarly resources
- a consistent approach to reading lists across all modules on Blackboard.

To set up your profile on the system and arrange any training you might need, contact your subject Liaison Librarian. To see how students might make best use of their online reading lists, please look at the Library’s online guide: https://libguides.reading.ac.uk/reading-lists/students
What do I need to do with my list once I have created it?

Publish your list online as soon as you can to give the Library as much lead time as possible for ordering materials before students need to gain access to these. Your Liaison Librarian will receive updates on newly published (or re-published) lists on the Reading Lists system, so they can begin working on them before Blackboard content is rolled over to the new academic session.

How will my students access their reading lists?

Students can access reading lists in two ways:

- from a link set up by you within your Blackboard module content
- or directly from the Reading Lists system at: http://reading.ac.uk/library/readinglists

Due to the open nature of the Reading Lists system, students can immediately access any reading list online once published, without going via Blackboard. We anticipate, however, that the majority of students will access their lists via Blackboard. For information on how to link your reading lists to Blackboard, see: http://libguides.reading.ac.uk/reading-lists/staff/blackboard

What are the timescales for getting items into the Library for the start of term?

When considering your deadlines, bear in mind that the Library will need 4-6 working weeks to review your reading lists, order additional items, and ensure that enough copies are available for loan. Please make your lists available to the Library (e.g. ‘publish’ them on the Reading Lists system) as soon as you can. We recommend working to the following deadlines:

<table>
<thead>
<tr>
<th>TERM</th>
<th>LIST TYPE</th>
<th>DEADLINE FOR LIST PUBLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19 session</td>
<td>Key Readings</td>
<td>17 August 2018</td>
</tr>
<tr>
<td>Autumn 2018</td>
<td>Full list for module</td>
<td>17 August 2018</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>Full list for module</td>
<td>02 November 2018</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>Full list for module</td>
<td>08 February 2019</td>
</tr>
</tbody>
</table>

While lists may not be entirely finalised at this stage, publishing them in accordance with these deadlines will enable students to begin to prepare for the year ahead and will also provide the Library with the necessary lead time to check lists, place and receive orders, and catalogue and process printed materials to ensure all available items are available for students at the start of term.

Do I need to re-publish my list every year?

Your published list will be automatically ‘rolled over’ at the end of the term in which the module has been running, e.g. Autumn 2018 lists will have a duplicate (‘rolled over’) Autumn 2019 list created some time during the Christmas 2018 vacation, Spring Term lists will be rolled over at Easter and full session lists will be rolled over in the summer. This means that you have several months to revise your list ready for the next academic year. It also means that you do not have to re-publish lists which need no amendment year on year. You will only be required to link your rolled over list to Blackboard once the module content for the next session is available. Please note: Draft lists still have to be edited, reviewed
and published by academic staff, there is no automated process for publishing lists in draft format.

**How should I annotate my list to help students with understanding what is expected of them?**

When you create your list on the Reading Lists system, the following priorities giving guidance to students are available to choose from a drop-down list. Alternatively, you can group titles by sections labelled ‘Essential’, ‘Recommended’ or ‘Further’ readings.

- **Essential reading** – students are required to read these titles (must read)
- **Recommended reading** – expands on a specific topic; useful for increasing a student’s knowledge of the subject (should read)
- **Further reading** – useful background to a subject, but only if there is time (could read)

The Reading Lists system clearly distinguishes between different types of publication (e.g. books, journal articles, e-versions) and allows you to create guidance notes for students, perhaps scaffolding their information literacy skills by moving from specific recommended readings to subject searching in a range of journal titles. If you use abbreviations for journal or series titles, provide a key to these, so students can find them on the catalogue. To find out more about how well annotated lists can support the development of their information and digital literacy skills, see: http://blogs.reading.ac.uk/engage-in-teaching-and-learning/2015/07/21

**Do you have quotas for how many copies of key course books you like to have in?**

Your Liaison Librarian will order titles based on the following proportions, using figures for the number of students enrolled on a module obtained from RISIS.

- **Recommended for purchase** – where students are required to buy the text, the Library will have at least one copy, preferably in the Course Collection as a 6-hour loan, or as a non-loan copy
- **Essential reading** – one copy for every 10 students
- **Recommended reading** – one copy for every 20 students
- **Further reading** – one copy

Liaison librarians may also recommend purchasing an e-book version, if available, especially for essential/recommended reading.

**What else does the Library take into consideration when deciding how many copies to buy and what loan period to assign an item?**

Based on the criteria outlined above, your Liaison Librarian may also determine the loan period of the item: judicious use of the Course Collection, 7-day loan and non-loan can increase the usage made of texts and ensure that at least one copy is likely to be available in the Library.

If you are aware that certain items cited on your list are likely to be in high demand, please contact your Liaison Librarian and alert them to this, so that they can ensure the Library meets predicted demand. Requesting a scanned extract from the Library’s scanning service can also be an effective means of meeting high demand.

When considering the number of copies to be purchased for the Library your Liaison Librarian will also bear in mind the following points: the level of importance assigned to the title; the time scale over which reading is expected, e.g. weekly seminars for which all students must read the same text, or an
assignment for which the individual student chooses from a range of topics; whether the same text is recommended on other reading lists over the same period.

**Should I add shelf marks/call numbers to my list?**

No. Including the Call Number may be misleading, as we reclassify areas of stock from time to time and online Reading Lists give a real time link to the catalogue ensuring accurate location information. If a reading list item is also available in the School it is helpful if this can be stated explicitly.

**How do I get items put in the Course Collection?**

Making your annotated list available to the Library (e.g. ‘publishing’ your list once it’s been completed) is the easiest mechanism for getting heavy demand items into the Course Collection (6-hour loan), or the 7-day loan category (7-DL). If you would like an item added to Course Collection, create a note to the Library when you are adding items to your online reading list. For details, see: http://libguides.reading.ac.uk/reading-lists/staff/bookmarking-resources

If there are a large number of holds on a title this will automatically trigger the transfer of a copy into the Course Collection. The Library will also purchase additional copies of items which appear on our weekly list of 3+ and 5+ holds.

**Can I scan materials in high demand and upload them to Blackboard?**

No, only Library staff can do this for you. Scanning essential readings, such as book chapters or journal articles not available electronically, can be an efficient means of meeting high student demand for texts. To enable this, the University subscribes annually to the Copyright Licensing Agency’s (CLA) Higher Education Licence. To comply with the terms of the Licence only designated persons can make scans from copyrighted material. This means that only members of Library staff can create and upload scans to your reading list or provide a link for you to embed within your module area on Blackboard. Library staff will also ensure that these scans meet accessibility standards and, most importantly, that they comply with UK copyright law. If you would like a specific extract scanned, please request this directly via your online reading list see: http://libguides.reading.ac.uk/reading-lists/staff/scan-requests, or fill out the online request form if you don’t have a related reading list: http://digitisation.reading.ac.uk/reading/request/generate/digitisation

Your Liaison Librarian may also recommend some extracts for scanning, based on your reading list selections and the limitations given in the CLA Licence, e.g. not more than one chapter or one article from a single source may be scanned for the same module. For more information about our scanning service, see: www.reading.ac.uk/library/contact/info-for/staff/lib-scanning.aspx

If we already have a subscription to an electronic version of the text, we recommend that you link to this directly from your reading list.

**Where should I be putting links to my reading list?**

Adding your finished list to a designated reading list menu item on Blackboard will make it easily available to Library staff, as well as your own students and colleagues. For guidance see: http://libguides.reading.ac.uk/reading-lists/staff/blackboard

Links to published reading lists will also be added to the Student Module Browser in September (for Part 1 modules) and April (for Part 2 and Part 3 modules for the following academic year) to help inform module selection. This linking process will be administered by the Library and RISIS.
Getting further help

Please contact your subject Liaison Librarian: www.reading.ac.uk/library/liaison