University of Salford
MANCHESTER

Reading List Policy

Effective from 1st August 2014

Version Number: 2.0

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The Library

Document Control Information

Status and reason for development

Status: Revision of the reading list policy first approved by LTEC in

Reason for development: Review requested by the previous PVC for Learning & Teaching after feedback from academic staff and students.

Revision History

Date	Author	Summary of changes	Version No.
9 April 2013	Matthew Stephenson	Amended document control information	V1.1

Policy Management and Responsibilities

Owner: The Library

Author: David Clay

Others with responsibilities (please specify):   All subjects of the Policy will be responsible for engaging with and adhering to this policy.

Assessment

	Cross relevant assessments	Cross if not applicable
Equality Analysis	☐	
Legal	☐	x
Information Governance	☐	x
Academic Governance	☐	x

Consultation

		Cross relevant consultations
Staff Trades Unions via HR		☐
Students via USSU		x
Any relevant external bodies (please specify)	**AHA's and ADA's**	☐

Authorised by: LTEC

Date authorised:

Effective from: 1st August 2014

Review due: 31st may 2016

Document location:

Document dissemination and communications plan

This document will be communicated to academic staff via CQSEC's, school congress, and programme leader meetings and via targeted e-mails.

1.0 Purpose

The purpose of this policy is to ensure a coherent institutional approach to the provision of reading list materials from academic staff to students and to enable the Library to meet student information resource needs. The aim of the policy is to:

- Ensure that students have ready access to essential reading materials and are aware of further reading which may be required.
- Ensure that purchasing and provision of resources is cost-effective and that resources are available in the right format, at the right time and in sufficient numbers to meet the learning and teaching objectives of the programme of study.
- Create a framework which ensures that searching for reading is a positive experience for students, and that they do not regard the University as having failed in their obligation to provide necessary resources for the successful completion of a programme of study.
- Clearly articulate the roles and responsibilities of The Library, Programme/Module leaders and module teams regarding the implementation of the policy.

2.0 Scope

This policy outlines when the Library will provide core and further reading and when students should be recommended to purchase items for their own use. It applies to reading lists at module level and clearly outlines reading for students associated with a module including core reading, further reading, digitised chapters and journal articles.[1]

3.0   Responsible Authorities

It is essential for Programme/Module teams, Heads of Academic Units and The Library to work as partners in the planning and development of resource requirements for new programmes/modules. The approval process for new modules and programmes of study requires consultation and approval with The Library to ensure that resources are available to support new modules/programmes.

3.1   Roles of Programme Leaders & Heads of Academic Units

Programme and Module leaders & Heads of Academic Units will work with The Library Academic Support Librarians in the early stages of programme and module development to ensure that recommended resources are easily obtainable. These resources will then be purchased in a timely manner and will be available in sufficient numbers, subject to budget.

Programme leaders & Heads of Academic Units will support module teams by:

- Liaising with module leaders to ensure that students are not required to purchase an unreasonable number of books.

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[1] Please note that the indicative text box on the Module Specification form does not constitute an academic reading list for that module. Academic Programmes and Partnerships Committee have approved, with effect from 2010/11

"- That the "Indicative texts and/or learning materials/resources" box includes a maximum of 5 items for new modules

- Liaising with module leaders and Academic Support Librarians to ensure that information literacy skills are developed at appropriate points within the programme.
- Explore with module leaders and The Library where Information Literacy, in its wider sense, belongs within the curriculum.

3.2   Role of Module leaders and module teams

Module leaders and module teams will:

- Review and update reading lists annually, in advance of each semester, indicating new requirements on the online reading list system in line with the agreed deadlines.
- Ensure that the reading lists associated with their module contain material which is easily accessible to all students, either via the University Library or by purchase, and include a variety of resources, e.g. books, journals, digitised articles. If students are expected to use other libraries (i.e. as part of SCONUL Access reciprocal arrangements), this should be clearly indicated.
- Ensure they attend online reading list system training or consult the training documentation.
- Encourage students to buy books where appropriate, ensuring that any recommendations are used regularly as part of the programme/module. Cost and quantity of books should also be at appropriate levels
- Choose items available as e-books wherever possible
- Report any issues to The Library as they arise, and to encourage feedback from students on reading lists for their module as part of module evaluation, to inform future practice.

3.3   Role of The Library
The Library Collections and Academic Support teams will:

- Provide access to reading lists via the online reading list system; ensure the system is maintained and feedback is gathered.
- Work with Schools on the reading list policy implementation and gather feedback which will inform future policies.
- Provide support for resource planning; contribute to the revision and approval of module specifications and reading lists and provide input on reading list content at the programme design and development stage.
- Cover the role and purpose of reading lists in Information Literacy sessions.
- Deliver online reading list system training to academic staff.
- Identify and promote electronic alternatives to printed resources.
- Advise on Copyright Clearance and document digitisation.
- Ensure that reading lists and associated electronic resources are available in the appropriate space in Blackboard.

4.0   Policy Statements

Reading lists will be created and made available using online the reading list system provided by The Library. To ensure that students have ready access to reading materials the reading list must include:

- Accurate bibliographic details (author, title, date of publication)

- Clearly indicate which edition is required. The most recent edition will be purchased unless otherwise specified.

- Indicate whether resources are core or further reading

The maximum numbers of core and further items that may be included on a reading list are:

Core reading	Up to 15 items plus digitised journals/articles as appropriate and within the CLA guidelines
Further reading	Up to 25 items (plus digitised journals/articles as appropriate and within the CLA guidelines)

Academic staff may also recommend that students purchase up to 3 items per module for their own use.

These items should added to the reading list as core or further reading with a note recommending that students purchase their own copy, explaining when they will be required to have access to it and, where appropriate, other modules this item will be useful for.

The Library will purchase new titles or additional copies within budgetary constraints. This will be monitored and reviewed regularly.

Owing to the specific requirements of the PCH, Sociology and English, an alternative model will be employed. The maximum numbers of core and further items that may be included on a reading list in these subject areas are:

Core reading	Up to 15 items plus digitised journals/articles as appropriate and within the CLA guidelines
Further reading	Up to 125 items (plus digitised journals/articles as appropriate and within the CLA guidelines)

Academic staff may also recommend that students purchase up to 6 items per module for their own use. These items should added to the reading list as core reading with a note recommending that students purchase their own copy, explaining when they will be required to have access to it and, where appropriate, other modules this item will be useful for.

4.1 Content of reading lists

To ensure the most appropriate resources are available for students, the content of reading lists should take into account the mode of attendance of students, method of delivery and the anticipated use of resources.

4.1.1 Core reading

- Reading that is essential and required of all students. The Library will endeavour to purchase material in this category in increased quantities to meet the needs of all students studying the module.
- If available, an e-copy will be purchased.
- Maximum of 15 items per module
- The Library will digitise all journal articles or book chapter requests wherever possible within the Copyright Licensing Agency's (CLA) guidelines and make these items available within Blackboard.
- Purchasing of material is to a pre-agreed formula

4.1.2 Further reading

- Reading that is desirable to expand knowledge of a subject which will contain a range of material for students to select from, e.g. books, journals, digitised articles/chapters.
- Material in this category will be purchased in smaller quantities and in some cases only one copy may be purchased (depending on the size of the list and the cost of the resource).
- In some cases and certain disciplines, it may be acceptable to include items in the list where purchase or access proves difficult. In such cases, the reading list should clearly indicate that the material may not be readily available.
- Purchasing of material is to a pre-agreed formula

4.1.3 Materials recommended for purchase by the student

- Readings which students would be expected to buy themselves in order to successfully complete their studies.
  - Books recommended for purchase must be used regularly as part of a programme/module.
  - Students are not required to purchase an unreasonable number of books.
  - Books recommended for purchase are priced at affordable level for students.

4.2 Purchase of resources

Reading list items will be purchased to specified formulae:

Core reading	1 copy for every ten students on a module (or modules(s) where there is more than one requiring access to the same item running concurrently)
Further reading	1 copy for every 50 students (or modules(s) where there is more than one requiring access to the same item running concurrently)

The Library will:

- Purchase online content where available, on condition that this offers equal accessibility to resources for students.

- Actively source and purchase new editions of core titles on reading lists, depending on subject requirements, unless specifically requested by the addition of a note, or as set out in subject collection policies.

- Purchase of out of print or overseas material will be dependent on cost and availability, can take longer to obtain and potentially may not be available, or available in sufficient quantities. Alternative recommendations may be required or core chapters of a text or a journal article may be digitised.

- Purchase Items costing in excess of £100 in reduced numbers.

- Monitor usage and purchase extra copies as required.

For students requiring texts in alternative formats The Library will endeavour to source an electronic copy, scan the required text or provide material in the format required.

4.3   Budget

- Reading list material will be purchased from a single centralised budget.

- Recurrent material (such as journal subscriptions) will be subject to annual review for usage (to be completed by The Library Academic Support Librarians and Collections team, in conjunction with Schools).

4.4   Deadlines

- Online reading lists can be updated throughout the year but all lists should be revised by the following deadlines to allow The Library sufficient time to purchase resources for the start of each semester and for the set-up of access to electronic resources

Semester	Deadline
Semester 1	31 July
Semester 2	30 November
Semester 3	30 November

- Requests made after the deadline may result in resources not being available to students in time for the students' requirements.

- The Library reading list service will send out reminders to all academic staff in advance of the semester deadline.

- Separate provision will be made for modules with multiple intakes or which run at non-standard times.

4.5   Information Literacy

Information literacy makes an essential contribution to lifelong learning and it is important that students have developed the skills to enable them to use learning resources effectively.

The Library Academic Support Librarians should work with programme/module leaders to embed Information Literacy training into the curriculum.

This policy forms part of a 'reading strategy' alongside the Information Literacy programme.

5   Related Documentation

This policy is informed by the Learning, Teaching and Enhancement Strategy and the Information Literacy Strategy and underpins the Library Collection Policy.