



Reading List Policy

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Document Control Information

Policy Title:	Reading List policy	Version:	4
Status:			
Approved by:		Date Approved:	
Authorised by:		Date Authorised:	
Issued by:		Date Issued:	
Circulation:			
Owner:		Date for Review:	
Enquiry Point:			

1.0 Purpose

The purpose of this document is to specify the University of Salford policy on academic reading lists at module level. There is a recognised need to manage student expectations regarding availability and accessibility of resources supporting their studies, particularly within an increasingly complex information environment. Acting in line with the new Teaching, Learning and Enhancement Strategy, 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.

This policy links to the development of an Information Literacy programme which enables students to understand the concept of subject-specific reading and exploit available resources.

2.0 Scope

This policy 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

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

- For existing modules the box includes a link for PARSC reviewers and readers to the comprehensive reading list at:

<http://lasu.salford.ac.uk>" APPC 27/01/10 (Minute APPC.10.1

3.0 Responsible Authorities

It is essential for Programme/Module teams and The Library Academic Support Librarians 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.

3.1 Roles of Programme and Module Leaders

- Programme and Module leaders 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.
- Programme and module teams will 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.
- Programme leaders will support module teams by:
 - Liaising with module leaders to ensure that students are not required to purchase an unreasonable number of books.
 - 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.
- Programme and module leaders will review and update reading lists annually indicating new requirements on the online system, LaSU, in line with the agreed deadlines.

3.2 Role of Module teams

- Module leaders will 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. If students are expected to use other libraries (i.e. as part of Sconul Access reciprocal arrangements), this should be clearly indicated.
- Module leaders will ensure they attend LaSU training or consult the training documentation.
- Module teams are encouraged to work with The Library to co-ordinate the development of Information Literacy so students can feel confident to carry out independent research.
- Module leaders are requested to 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. Feedback may include:
 - How students found and used recommended material
 - Whether the texts identified for purchase had been useful

3.3 **Role of The Library**

The Library Collections and Academic Support teams will:

- Provide access to reading lists via LaSU and ensure system is maintained and feedback is gathered. All queries about existing reading lists should be sent to Library-Readinglists@salford.ac.uk
- Work with Schools on the reading list policy implementation and gather feedback which will inform future policies.
- Attend meetings and committees to support and consider resource planning. Contribute to the revision and approval of module specifications and reading lists. Provide input on reading list content at the course design and development stage.
- Cover the role and purpose of reading lists in Information Literacy sessions.
- Deliver LaSU 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**

4.1 **Format of reading lists and submission**

Reading lists will be created online at LaSU (Lists at Salford University) using a standard template provided by The Library, the purpose of which being

- To clearly outline resource requirements.
- To utilise standardised terminology, minimising confusion and miscommunication arising from the use of differing terms (i.e. indicative, essential, core)
- Lists must include accurate bibliographic details (author, title, date of publication) and clearly indicate which edition is required. The most recent edition will be purchased unless otherwise specified by the addition of a note.
- For new, approved, modules The Library will purchase two copies of each title if there are no copies already in stock. When student numbers have been identified The Library will purchase copies as per the purchasing formula. The maximum number of items to be requested in each section of the reading list is:

Purchased by student	Up to 3 titles
Core reading (monographs)	Up to 5 titles
Core reading (digitised journals/articles)	As appropriate and within the CLA guidelines
Further reading	Up to 10 items (including AV items)

**Due to the specific requirements of the humanities and social sciences disciplines, an alternative model will be employed for the School of ESPaCH module reading lists. See appendix 2 for details.*

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

4.2 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.

4.2.1 Materials to be purchased 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.
 - Maximum of 3 items per module (see note page 3 for ESPaCH)

4.2.2 Core texts

- Reading that is essential and required of all students. Material in this category will be purchased by The Library in sufficient quantities to meet the needs of all students studying the module.
- Where there is a core text that students will use heavily during their programme of study, the reading list will clearly recommend that a copy is purchased by the student.
- If available, an e-copy will be purchased.
- Maximum of 5 items per module (see note page 3 for ESPaCH).
- Purchasing of material is to a pre-agreed formula with a maximum of 20 copies per item (see appendix 1).

4.2.3 Book chapters and journal articles

- Reading that is essential and required of all students.
- Existing electronic resources should be utilised wherever possible.
- The Library will digitise all journal article or book chapter requests wherever possible within the Copyright Licensing Agency's (CLA) guidelines and make these items available within Blackboard.

4.2.4 Core journals / Online subscriptions

The purchase of new journal titles and online subscriptions is in consultation with The Library and subject to:

- Available funding.
- The subject area not being covered by existing stock
- Purchase of resources will be in electronic format wherever possible.

4.2.5 Further reading

- Reading that is desirable to expand knowledge of a subject which will contain a range of material for students to select from.

- 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.
- Maximum of 10 items per module (see note on page 3 for ESPaCH.)

4.3 Purchase of resources

Reading list items will be purchased to specified formulae, with a maximum of 20 copies for core reading. Please see appendix 1. Usage will be monitored and on request, extra copies can be purchased for unforeseen heavy use.

This formula will be used to judge the initial number of copies for purchase and the loan types employed. This formula is based on:

- Student numbers and specific subject area requirements
- Actual use and anticipated use of resources.
- The method of delivery and mode of attendance.
 - If students are registered on a distance learning course every effort will be made to purchase electronic copies
- Cost, with reduced ordering for very expensive items, depending on funds.
- Availability of material, e.g. out of print material or items sourced from international suppliers.
 - 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. Alternative recommendations may be required.

In line with The Library Collection Policies, online content will be purchased where available, on condition that this offers equal accessibility to resources for students.

The Library will 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.

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.

4.3.1 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).
- Items costing in excess of £100 will be purchased in reduced numbers.

4.4 Deadlines

- Online reading lists on LaSU 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 the 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.
- 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 are the key contacts for programme/module leaders to discuss subject specific training.

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

5.0 Monitoring, Enforcement and Sanctions

The effectiveness of the Reading List policy will be monitored and evaluated on an annual basis, taking into account usage statistics of resources and student feedback. Feedback will be reported annually to the PVC (Academic).

6.0 References

The Library Collection Management policy
The Library Digitisation policy

Appendix 1

Purchasing Formula

The Library will purchase module reading list items as per the formula below. Due to budget issues and long-term stock management considerations we will purchase a maximum of 20 copies of core items. The Library has benchmarked the maximum number of core items purchased by other institutions and this ranges from 10 to 20.

In line with The Library print to electronic strategy an e-copy of a text will be purchased via a supplier or publisher where possible.

College of Arts & Social Sciences: Salford Business School

No. of students	Student to purchase			Core			Further		
	SLC	7 Day	Normal	SLC	7 Day	Normal	SLC	7 Day	Normal
≤20	1 (24 hr)	1	-	1 (24 hr)	1	-	-	1	1
≤40	1 (24 hr)	1	-	1 (24 hr)	2	1	-	1	1
≤50	1 (24 hr)	1	-	1 (24 hr)	2	2	-	1	1
≤60	1 (24 hr)	1	-	1 (24 hr)	3	2	-	1	1
≤70	1 (24 hr)	1	-	1 (24 hr)	4	2	-	1	1
≤80	1 (24 hr)	1	-	1 (24 hr)	4	3	-	1	1
≤90	1 (24 hr)	1	-	1 (24 hr)	5	3	-	1	1
≤100	1 (24 hr)	2	-	1 (24 hr) 1 (4 hr)	4	4	-	1	2
≤150	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	7	5	-	3	2
≤200	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	10	7	-	3	2
≤250	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	10	7	-	4	2
≤300	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	10	7	-	4	2
≤350	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	10	7	-	4	3
≤400	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	10	7	-	4	3

College of Arts & Social Sciences: Salford Law School

No. of students	Student to purchase			Core			Further		
	SLC	7 Day	Normal	SLC	7 Day	Normal	SLC	7 Day	Normal
≤10	1 (24 hr)	1	-	1 (24hr)	1	-	-	1	1
≤20	1 (24 hr)	1	-	1 (24hr)	1	-	-	1	1
≤30	1 (24 hr)	1	-	1 (24hr)	2	-	-	1	1
≤40	1 (24 hr)	1	-	1 (24hr)	2	1	-	1	1
≤50	1 (24 hr)	1	-	1 (24hr)	3	1	-	2	1
≤60	1 (24 hr)	2	-	1 (24hr)	3	2	-	2	1
≤70	1 (24 hr)	2	-	1 (24hr)	4	2	-	2	1
≤80	1 (24 hr)	2	-	1 (24hr)	4	3	-	2	1
≤90	1 (24 hr)	2	-	1 (24hr)	5	3	-	2	1
≤100	1 (24 hr)	2	-	2 (24hr)	4	4	-	3	1
≤110	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	5	3	-	3	1
≤120	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	6	3	-	3	2
≤130	1 (24hr)	2	-	2 (24 hr) 1 (4 hr)	6	4	-	3	2
≤140	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	6	5	-	3	2
≤150	1 (24hr)	2	-	2 (24 hr) 1 (4 hr)	7	5	-	3	2
≤200	1 (24hr)	3	-	2 (24 hr) 1 (4 hr)	10	7	-	4	3
≤250	1 (24 hr)	3	-	2 (24 hr) 1 (4 hr)	10	7	-	6	3
≤300	1 (24hr)	3	-	2 (24 hr) 1 (4 hr)	10	7	-	7	3
>300	1 (24hr)	3	-	2 (24 hr) 1 (4 hr)	10	7	-	7	3

College of Arts & Social Sciences: School of English, Sociology, Politics & Contemporary History

No. of students	Student to purchase			Core			Further		
	SLC	7 Day	Normal	SLC	7 Day	Normal	SLC	7 Day	Normal
≤20	1 (24 hr)	1	-	1 (24 hr)	1	-	-	1	1
≤30	1 (24 hr)	1	-	1 (24 hr)	2	-	-	1	1
≤40	1 (24 hr)	1	-	1 (24 hr)	3	1	-	1	1
≤60	1 (24 hr)	1	-	1 (24 hr)	4	2	-	1	1
≤80	1 (24 hr)	1	-	1 (24 hr)	5	3	-	1	1

College of Arts & Social Sciences: School of Languages

No. of students	Student to purchase			Core			Further		
	SLC	7 Day	Normal	SLC	7 Day	Normal	SLC	7 Day	Normal
≤20	1 (24 hr)	1	-	1 (24 hr)	1	0	-	1	-
≤30	1 (24 hr)	1	-	1 (24 hr)	1	1	-	1	-
≤40	1 (24 hr)	1	-	1 (24 hr)	2	1	-	1	-
≤60	1 (24 hr)	1	-	1 (24 hr)	4	1	-	1	-
≤80	1 (24 hr)	1	-	1 (24 hr)	5	2	-	1	-
≤100	1 (24 hr)	2	-	1 (24 hr) 1 (4hr)	5	3	-	1	-
≤120	1 (24 hr)	2	-	1 (24 hr) 1 (4hr)	7	3	-	1	-
≤140	1 (24 hr)	2	-	1 (24 hr) 1 (4 hr)	7	5	-	1	-
≤160	1 (24 hr)	2	-	1 (24 hr) 1 (4 hr)	8	6	-	1	-
≤180	1 (24 hr)	2	-	1 (24 hr) 1 (4 hr)	9	7	-	1	-
≤200	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	10	7	-	1	-
200+	1 (24 hr)	2	-	2 (24 hr) 1 (4 hr)	10	7	-	1	-

Audio-Visual Material

No. of students	Student to purchase			Core			Further		
	Ref	7 Day	Normal	Ref	7 Day	Normal	Ref	7 Day	Normal
All	-	1	-	1	2	-	-	1	-

College of Arts & Social Sciences: School of Art and Design & School of Media, Music and Performance

1. Monographs

No. of students	Student to purchase			Core			Further		
	Ref	7 Day	Normal	Ref	7 Day	Normal	Ref	7 Day	Normal
≤20	1	1	0	1	1	0	-	1	1
≤40	1	1	0	1	2	1	-	1	1
≤50	1	1	0	1	3	1	-	1	1
≤60	1	1	0	1	4	1	-	1	1
≤70	1	1	0	1	4	2	-	1	1
≤80	1	1	0	1	5	2	-	1	1
≤90	1	1	0	1	5	3	-	1	1
≤100	1	2	0	1	5	4	-	2	1
≤150	1	2	0	1	8	6	-	2	1
>150	1	2	0	1	12	7	-	2	1

2. Audio-Visual Material

No. of students	Student to purchase			Core			Further		
	Ref	7 Day	Normal	Ref	7 Day	Normal	Ref	7 Day	Normal
All	-	-	-	1	2	-	1	2	-

College of Health & Social Care:

No. of students	Student to purchase			Core			Further		
	Ref	7 Day	Normal	Ref	7 Day	Normal	Ref	7 Day	Normal
≤10	1	1	-	1	1	-	1	1	-
≤20	1	1	-	1	1	-	1	1	-
≤30	1	1	-	1	1	1	1	1	-
≤40	1	1	-	1	2	1	1	1	-
≤50	1	1	-	1	3	1	1	1	-
≤60	1	1	-	1	4	1	1	1	-
≤70	1	1	-	1	5	1	1	1	-
≤80	1	1	-	1	5	2	1	1	-
≤90	1	1	-	1	5	3	1	1	-
≤100	1	1	1	1	5	4	1	1	1
≤110	1	1	1	1	7	4	1	1	1
≤120	1	1	1	1	8	3	1	1	1
≤130	1	1	1	1	10	2	1	1	1
≤140	1	1	1	1	10	3	1	1	1
≤150	1	1	1	1	11	3	1	1	1
≤200	1	2	1	1	13	6	1	2	1
≤250	1	2	1	1	13	6	1	2	1
≤300	1	2	1	1	13	6	1	2	1
>300	1	2	2	1	13	6	1	2	2

College of Science & Technology: School of the Built Environment

No. of students	Student to purchase			Core			Further		
	SLC	7 Day	Normal	SLC	7 Day	Normal	SLC	7 Day	Normal
≤20	1 (24 hr)	1	-	1 (24 hr)	1	0	-	1	1
≤100	1 (24 hr)	1	-	2 (24 hr)	4	4	-	1	1
≤200	1 (24 hr)	1	-	2 (24 hr)	8	10	-	1	2
≤300	1 (24 hr)	1	-	2 (24 hr) 1 (4 hr)	7	10	-	1	2
≤400	1 (24 hr)	1	-	2 (24 hr) 1 (4 hr)	7	10	-	1	3

Part-time courses in SoBE require larger proportion of normal loans to 7-day.

School of the Built Environment: Distance Learning Courses

No. of students	Student to purchase			Core			Further		
	SLC	7 Day	Normal	SLC	7 Day	Normal	SLC	7 Day	Normal
≤100	1 (24 hr)	1	-	1 24 hr	1	1	-	1	-
≤400	1 (24 hr)	1	-	1 (24 hr)	1	2	-	1	1

College of Science & Technology: School of Environment & Life Sciences & School of Computing, Science & Engineering

No. of students	Student to purchase			Core			Further		
	SLC	7 Day	Normal	SLC	7 Day	Normal	SLC	7 Day	Normal
≤10	1 (24 hr)	1	-	1 (24hr)	1	0	-	1	1
≤20	1 (24 hr)	1	-	1 (24hr)	1	1	-	1	1
≤30	1 (24 hr)	1	-	1 (24hr)	1	2	-	1	1
≤40	1 (24 hr)	1	-	1 (24hr)	1	3	-	1	1
≤50	1 (24 hr)	1	-	1 (24hr)	1	3	-	1	2
≤75	1 (24 hr)	1		1 (24hr)	1	4	-	1	2
≤100	1 (24 hr)	1		2 (24hr)	4	4	-	1	2
≤200	1 (24 hr)	1		2 (24hr)	8	10	-	1	2
≤300	1 (24 hr)	1		2 (24hr)	8	10	-	1	2
≤400	1 (24 hr)	1		2 (24hr)	8	10	-	1	3

Appendix 2

Maximum number of individual titles – ESPaCH only:

	Module level
Purchased by student	Up to 6 titles
Core reading (monographs)	Up to 10 titles
Core reading (digitised journals/articles)	Up to 5 items
Further reading	Up to 125 items