

Manage your course reading 2020/21

Updated for Semester 2

<http://resourcelists.ed.ac.uk> | [@ResourceListsEd](https://twitter.com/ResourceListsEd) | Library.Learning@ed.ac.uk



This guide is for Course Organisers. It explains how the Library will manage the provision of course reading in response to Covid-19 and the move to hybrid and online teaching. It has been updated for Semester 2 2020/1. It also includes:

- Actions Course organisers can take before sending a list to the Library,
- Information on requesting Digitisations (scans) and 'Key texts',
- Actions and information for Course organisers after a Resource List is published.

Resource Lists Semester 2 2020/21

i **Deadline:** To allow sufficient time to provide access to materials, Semester 2 Resource Lists should be sent to the Library to be reviewed or to be set up by **6th November 2020**. The Library will prioritise work on lists received on or before the deadline. Lists received after the deadline will be prioritised based on date received.

- New Resource Lists for 2020/21 can be sent to the Library via the online form: <https://edin.ac/resource-list-request-form>
- If you set up your own Resource List or update an existing list, use the '**Send list for review**' button (at the top of the list) to send the list to the Library to check and process requests. We won't check the list unless you send it to us.

Actions to take before you send your list to the Library

i Resource Lists rollover automatically each year. Check if there is a 2020/21 Resource List for your course. If there are changes to the course code or course organiser or you can't find or access your Semester 2 list as expected, email Library.Learning@ed.ac.uk

The guidance below applies to all Course organisers using the Resource List service regardless of whether you send your list to the Library to set up for you or you set up or update your list yourself.

1. Prioritise the items on your list

Items on Resource Lists should be prioritised using '**Essential**', '**Recommended**' or '**Further reading**'. These priorities inform how the Library manages the provision of resources. You can also use the '**Key text**' tag to highlight key texts (see definition below). The Library will automatically check for e-book availability for 'Essential' and 'Recommended' titles so you don't have to add the 'Purchase request' tag to these items. Use the 'Purchase request' tag to request any purchase of 'Further reading' items.

If items on a list are not prioritised, no purchases or e-book checks will be carried out for these items.

The Library will prioritise checks and provision of 'Essential' reading items. 'Recommended' reading requests will be processed when 'Essential' reading requests have been completed.

There is no automatic purchase of 'Further reading'. Course organisers can request purchase on a title by title basis. 'Further reading' requests will be processed after work on 'Essential' and 'Recommended' requests is completed. Timescales will depend on the volume of requests received.

Consider de-prioritising content you know is out of print or difficult to obtain. Check DiscoverEd for suitable e-book alternatives.

The Library doesn't limit the number of items on a list. However, Resource Lists with more than 200 citations will be managed in consideration of resource, time and budget.

i The '**Digitisation request**' and '**Purchase request**' tags added to citations are not visible to students. These tags help the Library manage requests and allow Course organisers to see what requests have been made. The following tags are visible to students: '**Essential**', '**Recommended**', '**Further reading**' and '**Digitisation available**'.

2. Identify 'Key texts' (if any)

The Library will automatically check e-book availability for ALL Essential and Recommended titles. However, you may wish to highlight a 'Key text'. A maximum of 3 titles per course may be identified as 'Key texts'.

In this case, a 'key text' is a title that is used frequently throughout the course or which is core to the teaching of the course. If 'key texts' are not readily available as e-books on an institutional licence basis, the Library **may** be able to negotiate access based on total number of students enrolled on courses recommending the title.

Collating the data and negotiating access is time consuming and e-books provided in this way are sometimes prohibitively expensive. Also, in some cases, publishers simply do not have digitised versions of texts available for sale or lease on an institutional licence basis, this can often be the case with smaller, niche publishers, or older texts.

'Key texts' should only be flagged via Resource Lists when no alternative is readily available and you would like the Library to take these additional steps to try to source an online version. **Be aware there is no guarantee that this will result in an e-book being made available.** Be prepared to use an alternative text if a title is not available as an e-book.

Use the new 'Key text' tag to highlight key texts on an existing list or highlight 'key texts' on the list you send to the Library.

2. Review the items on your Resource List

The Library provides access to a vast range of online resources that support teaching and research including 1.4 million e-books and 185,000 online journals. Use DiscoverEd to see what online resources are already available and to search for online alternatives.

Consider replacing items you know may be unlikely to be available online or difficult to obtain in print (for scanning) with online resources already made available by the Library and which all students will be able to access on or off campus.

i You can add new items including e-books, books and journal articles to your Resource List from within the **Resource List (Leganto)** or **directly from DiscoverEd**. For help on editing a Resource List (adding, moving and deleting citations):



Watch this video! How to edit your Resource List: <https://edin.ac/2YckxFQ>

How the Library is managing print collections

The Library is prioritising online access to resources for students. Multiple copies of print books will not be purchased. If no e-book is available, a single copy of the print book will be purchased to allow the Library to provide a copyright-compliant digitisation.

It is not possible to operate a highly circulating book collection as books are quarantined for 72 hours after being returned to the Library. The loan period for all Reserve items has been extended to one week.

Single copies of any new 'Essential' or 'Recommended' purchased will be located in Reserve and Short Loan respectively. However, there will be no additional moves of print books to Reserve or Short Loan for Semester 2.

3. Highlight digitisation requests

The Library's Ereserve team provide copyright-compliant digitisations (scans) for teaching.

Highlight any key chapters or pages of 'Essential' and 'Recommended' items that you would like scanned on the lists you send to the Library. 'Essential' requests will be prioritised

This guide explains how to Request a Digitisation using your Resource List: <https://edin.ac/2zFbWtf>

i If you add notes to 'Essential' items for students highlighting which chapters or pages they should read, the Library will use this information to provide a scan if no e-book is available.

How the Library manages digitisation requests

Before providing a scan the Library checks for an e-book. If a suitable e-book is available, no scan will be provided.

There are limits to how much of a book can be scanned- usually one chapter or 10% whichever is greater. In some cases a second extract may be provided. This is not guaranteed and the cost incurred may be prohibitive.

Not all books can be scanned. The CLA (copyright) licence covers most items that are published in the UK plus many published overseas, although some titles and territories are excluded. The E-reserve team may pursue direct rights holder permission for excluded essential readings. However, where large amounts of third party content (eg images) are present in the extract this may not be practical.

If the Library has difficulty sourcing a scan, we may ask Course organisers to send us their own scan. We will carry out necessary checks, add the required coversheet and link the scan to the Resource List.

You should not upload your own scans to Resource Lists or Learn courses unless the material is out of copyright, you are the rightsholder or you have explicit permission from the rightsholder to use the material.

Any files uploaded to Resource Lists will not be visible to students unless the citation has the status 'Complete'. The Library will not make these files visible if they are in breach of copyright and will try to source a copyright-compliant scan which can be used for teaching.

The Library will link copyright-compliant digitisations to the corresponding citations on a Resource List. A '**Digitisation available**' tag will be added to citations by the library to highlight availability to students. Students can also use this tag to filter their lists to easily find digitisations of key chapters/pages.

Be prepared to use an alternative text if an item is not available as an e-book and is not covered by the CLA licence.

When your course Resource List is published

When the Library has set up or reviewed a Resource List, we will send Course organisers an email confirming the list is published and outlining any actions we've taken or any issues identified.

Resource Lists are published when all citations have been added and/or checked and all purchase or digitisation requests have been passed to the relevant teams. Any new e-books, books or digitisations will be added to the list as and when they become available.

Course organisers will receive notification emails to let them know if an e-book has been purchased or is not available.

Making your Resource List available on Learn

Students are expected to access their Resource Lists via the corresponding courses in Learn.

Course organisers must make sure the 'Resource List' link in Learn is visible to students. Guidance is available on Learn.

The 'Resource List' link in Learn won't work if you are in 'Student view' mode. This is expected behaviour in Learn. If you can access the list via Learn, your students should be able to as well.

If the link in Learn doesn't work, check the Resource List is linked to the correct course code. The course code is displayed at the top of the list. If there are any issues related to course codes email:

Library.Learning@ed.ac.uk

Linking to a Resource List

Course organisers are encouraged to use the LTI tool in Learn to provide access to their Resource Lists.

However, if you want link to a Resource List you must use a permalink. If you copy and paste from the browser the link will generate an error.

You'll find the permalink for your list by going to the main list menu (...), select 'to list' and copy the permalink to your clipboard. Permalinks need to be updated and replaced each year.

Editing your list after publication

Once your Resource List is set up, you can continue to edit and add resources. Use the 'Send the list for review' button (at the top of the list) when you want the Library to act eg check for an e-book or provide a scan. If you don't expect the Library to take any action, there is no need to send the list to us again.

Help and support

- Guides and videos are available on the Library website: <http://edin.ac/2Ev2Bzf>
- Your Academic Support Librarian can advise on online Library resources: <http://edin.ac/2Nytbwj>
- **For help with Resource Lists or to arrange a support call via Teams contact:**
Library.Learning@ed.ac.uk



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