

This overview is for Course Organisers. It explains how the Library will manage the provision of course reading in 2021/22. It includes:

1. Resource Lists good practice
2. Information on Resource Lists deadlines
3. Actions Course Organisers can take before sending a list to the Library
4. Information on requesting digitisations (scans)
5. Information on how the Library will manage print collections
6. Actions and information for Course Organisers after a Resource List has been published
7. Information on where to go for help and support.

1. Resource Lists good practice

Resource Lists are most helpful to students when they are:

1. **Easy to access** - access is provided via the Resource List tool in Learn and is therefore consistent across courses, regardless of discipline.
2. **Clearly laid out** - section headings indicate when and what students are expected to read, for example: lists may be organised by theme, week, lecture or seminar topics.
3. **Prioritised and annotated** - items are prioritised using, 'Essential', 'Recommended' and 'Further reading' so that students can understand clearly what they are expected to read and can manage their reading accordingly. Notes are added to highlight relevant chapters and pages and to provide other useful information.
4. **Up to date** - lists are regularly reviewed taking into account feedback from students, usage data and availability of resources. Students are confident their Resource Lists are current.
5. **Realistic** - consideration has been given to how many resources students can reasonably be expected to read over the course of a semester and how key materials will be accessed. Where possible, key texts are provided digitally, as e-books or copyright-compliant digitisations. Separate bibliographies may be created using Resource Lists to encourage students to explore a subject or carry out their own research.
6. **Collaborative** - Course Organisers make use of system functionality to allow students to suggest relevant texts, which creates a collaborative dialogue between staff and students and helps to encourage diversity in reading lists.
7. **Made available to the Library in good time** - to allow sufficient time for the order/delivery of books and for copyright-compliant digitisations to be made available to students in time for the start of semester.

2. Resource Lists deadlines

i Semester 1 Resource Lists should be sent to the Library by **5 July 2021** to allow sufficient time for Library teams to process requests and provide access to materials. The Semester 2 deadline is **18 October 2021**.

New Resource Lists

Please note that in 2021/22, the Library will only set up new lists for courses which have never had a Resource List before. Exceptions will be made for new members of staff, Course Organisers new to a course and for accessibility reasons.

New Resource Lists for 2021/22 can be sent to the Library via the online form: <https://edin.ac/resource-list-request-form>

Course Organisers can also set up their new lists themselves and send them for review by the relevant semester deadline.

Existing Resource Lists

In 2021/22 Course Organisers are expected to update their existing lists themselves. This is an opportunity to review the items on your list and to check the Resource List meets the best practice guidelines outlined above.

When you have finished updating your Resource List, use the **'Send list for review'** button (at the top of the Resource List) to send it to the Library by the relevant deadline (5 July or 18 October).

The Library won't check or process requests for new books, e-books or digitisations on your Resource List unless you send it to us for review.

Adding, removing and moving items on Resource Lists is quick and easy. [Short videos, guides and support available to help](#) you do this.

When the deadlines don't apply

If you update or set up your list and you're confident all 'Essential' and 'Recommended' items are already available to students, you don't need to meet the deadline or send the list to the Library for review.

You only need to meet the deadlines and send your list for review, if you want the Library to purchase new items, provide new digitisations and/or check links are working as expected.

What happens if you miss the deadline?

If you don't think you'll have your list ready for the Semester deadline, send us your 'Essential' items by the deadline and we can make a start on these. 'Recommended' and 'Further reading' can be added at a later date.

You can still send us your new and updated lists after the deadline. However, the Library will not start working on lists received after the deadline until all 'Essential' and 'Recommended' requests on pre-deadline lists have been completed. Lists received after the deadline will be prioritised based on date received.

Course Organisers are strongly encouraged to meet the deadline.

3. Actions to take before you send your new or existing list to the Library

i Resource Lists rollover each year. Check if there is a 2021/22 Resource List for your course. If there are changes to the course code or Course Organiser or you can't find or access your Resource List as expected, email Library.Learning@ed.ac.uk

i. 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.

If items on a list are not prioritised, no purchases or e-book checks will be carried out for these items and no new digitisations (scans) will be provided.

The Library will check for e-book availability for **ALL** 'Essential' and 'Recommended' titles on a list. If no e-book is available to purchase with an institutional licence, we will purchase a print copy to allow us to provide a scan of a key chapter or extract. Consider de-prioritising content you know is out of print or difficult to obtain.

There is no purchase of 'Further reading' by default. Course Organisers can request purchase of 'Further reading' on a title by title basis. Use the 'Purchase request' tag to submit a request or highlight this on any new list you send us. 'Further reading' requests will be processed after work on 'Essential' and 'Recommended' requests is completed. Timescales and eventual purchase of 'Further reading' will depend on the volume of requests received and budget.

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. For longer lists it may be necessary to add 'Further reading' at a later date.

❗ Some tags eg '**Digitisation request**' are NOT visible to students. These tags help the Library manage requests and allow Course Organisers to see what requests have been made. Students can see the following tags: '**Essential**', '**Recommended**', '**Further reading**' and '**Digitisation available**'. Use 'View list as student' in the main list menu to view your list from a student perspective.

ii. Identify 'Key texts' (if any)

The Library will check e-book availability for ALL 'Essential' and 'Recommended' titles. However, you may also wish to highlight a 'key text'.

Course Organisers may identify one key text per course. Use the 'Key text' tag to identify a key text on your existing Resource List or highlight a 'Key text' on any new list you send to the Library via the online form. Additional key texts may be identified for interdisciplinary courses.

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 a 'Key text' is not readily available as an e-book 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.

Negotiating access can be 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.

iii. Review the items on your Resource List

The Library provides access to a vast range of online resources that support teaching and research including 2 million e-books and 183,000 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.

Remember that you can add other resources to your Resource List including: blogposts, podcasts, websites and streaming video.

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 the video! How to edit your Resource List: <http://edin.ac/2Ev2Bzf>

iv. 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/2zFbWf>

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.

4. 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.

The Library will prioritise provision of 'Essential' and 'Recommended' scans on Resource Lists received before the deadline. 'Recommended' requests will be processed when 'Essential' reading requests have been completed. Requests received after the deadline will be prioritised by date received.

In 2021/22 the Library will not provide digitisations of 'Further reading' by default. However, if we receive multiple requests from students for the same 'Further reading' chapter via Scan & Deliver, we will make the chapter available, if possible, to the cohort via the Resource List. Students can also use the Interlibrary Loans service to request 'Further reading' materials.

Digitisation limits

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 Higher Education (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.

Digitisation tags

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.

If we can't provide a scan, we'll add a **'Digitisation declined'** tag. You may also see a **'Digitisation pending'** tag which signals we're waiting for permission from the publisher or for access to the print copy to scan. These two tags are not visible to students, but let Course Organisers know the status of their requests.

Using your own scans

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.

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.

5. Print collections in 2021/22

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.

Single copies of any new 'Essential' or 'Recommended' purchases will be located in Reserve and Short Loan respectively.

In 2021/22 the Library will not operate a highly circulating book collection. The loan period for all Reserve items will be one week. In addition, books already in the Library will not be transferred to Reserve or Short Loan in 2021/22.

6. When your Resource List is published

When the Library has finished working on your Resource List, we will send you an email confirming the list is published and outline any actions we've taken or highlight any issues identified.

The Library will publish your Resource Lists when all citations have been added and/or reviewed and all purchase or digitisation requests have been passed to the relevant teams.

Course Organisers will receive notification emails to let them know if an e-book or book is not available. Otherwise, any new e-books, books or digitisations will be added to the list as and when they become available.

i. Make your Resource List available to students 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. If you don't make the link available, students can't access the list from 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 you or your students have any issues accessing the Resource List via the corresponding course in Learn, contact: Library.Learning@ed.ac.uk

ii. Sharing your Resource List

Within Learn it's best to use the LTI tool to provide access to Resource Lists. However, if you want to share a link to a Resource List, you must use a shareable link. If you copy and paste the URL from the browser the link will break. You'll find the shareable link for your list by going to the main list menu (...), select 'to list' and copy the shareable link to your clipboard.

Shareable links need to be updated and replaced each year.

iii. Editing your list after publication

Once your Resource List is published, you can continue to edit and add resources. Use the '**Send list for review**' button (at the top of the list) if 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 the Library again.

7. 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 Microsoft Teams contact:**
Library.Learning@ed.ac.uk



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