



Resource Lists Framework

The Framework has been developed by Library & University Collections in consultation with, and supported by, Learning and Teaching Committee, Library Committee and the Vice Presidents of Education and Activities & Services from the Students' Association.



1. Purpose of the Framework

The purpose of this Framework is to:

- Set out how the Library works with colleagues across the University to ensure students have access to key reading materials and other library resources;
- Support University strategy and policy including Learning and Teaching Strategy, Board of Studies and the Accessible and Inclusive Learning Policy;
- Communicate key information to staff on use of the Resource List service;
- Outline the responsibilities of the Library and Course Organisers in the provision of library resources for teaching;
- Manage students' and Course Organisers' expectations in the provision of library resources.

2. Introduction

The Library supports the provision of teaching materials for all taught courses through use of the Resource Lists service. Resource Lists help to highlight and provide access to the Library's existing collections and provide a route to request new materials. The Resource Lists system we use is called Leganto.

2.1 Teaching materials may include Library materials such as print books, e-books, copyright-compliant digitisations, journal articles, as well as other licensed and openly available content such as videos, blogposts and audio recordings.

2.2 The Resource Lists service is the route for:

1. Course Organisers to request purchases of new or additional print books or e-books;
2. Course Organisers to request copyright-compliant digitisations (of chapters and articles);
3. Course Organisers to request that copies of 'Essential' print books are located in Reserve (3 hour loan).

2.3 Benefits of Resource Lists include:

1. Improved student experience;
2. Consistent access to key course reading across all University modules;
3. Timely provision of Library resources for taught courses;
4. Single, simplified route for Course Organisers to request materials for teaching;
5. Efficient Library workflows.

2.4 Resource Lists for all 'suitable' taught courses

The Library aims to provide an online Resource List for all suitable taught courses. The Library recognises that Resource Lists may not be suitable for some courses, for example, where use of Library materials in teaching is limited. The Library will work with Schools to identify courses for which Resource Lists are not 'suitable'.

2.5 Resource Lists are not intended to provide the whole Library experience for students. Resource Lists should be used together with information and literacy skills teaching to develop students' Library research skills. The Library offers LibSmart, a self-enrol Learn course, to help students use library resources.

3. List visibility

Resource Lists are published using a Creative Commons licence and are openly accessible by default, allowing access to pre-entry and prospective students and supporting the University's wider commitment to open access. Resource Lists can be restricted to staff and students of the University on request.

4. Resource Lists are most helpful to students when they are:

1. **Easy to access** - access is provided via the Resource List tool in Learn or Moodle 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.

5. Provision of resources for teaching

5.1 Resource Lists budget

A ring-fenced budget from the centrally allocated library materials budget is available to purchase materials on Resource Lists. Expenditure is monitored and reported to the University Library Committee and College Library Committees or equivalents.

5.2 How the Library purchases resources

5.2.1 The Library has a digital first policy. If a suitable e-book is available, it will be purchased instead of any print copies.

5.2.2 The Library encourages Course Organisers to use digital resources to provide the largest number of students with access to 'Essential' and 'Recommended' materials. Where a suitable e-book is not available, the Library may be able to provide copyright-compliant digitisations of chapters/pages. 'Further reading' will not be purchased in either e-book or print format.

5.2.3 Where the Library does not provide access to 'Further reading' items, students are encouraged to use Interlibrary Loans or RAB (Request a Book) to request materials.

5.2.4 The number of copies purchased automatically is based on the priority of an item and student numbers. Course Organisers can request additional copies of texts, via Resource Lists, if required.

5.2.5 If a resource is used on multiple courses, the number of copies purchased will be based on total student numbers.

6. Prioritised reading

6.1 Resource Lists should indicate the priority of all materials on a list, enabling students to manage their course reading. All items on Resource Lists must be prioritised using the following:

1. Essential
2. Recommended
3. Further reading

6.2 Course Organisers can identify one key text per course for which the Library will take extra steps to source a suitable e-book or e-textbook. There is no guarantee that an e-book/e-textbook will be available to purchase.

6.3 While there is no maximum number of items that can be added to a category or to a Resource List, the Library will decide how best to manage longer lists (200+) in consideration of space, budget and resource.

7. Definitions

7.1 Essential

Definition: Resources students are expected to read, view or listen to in order to understand the subject and to be able to fully participate and benefit from weekly seminars and lectures.

- 'Essential' means 'must read' and not 'must buy'. If Course Organisers expect students to purchase a book or resources on a Resource List, this should be clearly communicated as per existing University guidelines.
- Where an appropriate licence is available, an e-book will be acquired and print copies will not routinely be purchased.
- Where no e-book is available, books prioritised as 'Essential' will automatically be purchased to the ratio of one copy per 20 students. A maximum of 15 copies of any one 'Essential' title will be purchased for a single course.
- A maximum of five print copies of any single 'Essential' title will be located in Reserve. Additional copies may be located in Short and/or Standard Loan. New print copies will be located in Standard Loan when Reserve ratios are met.
- Priority will be given to providing copyright-compliant digitisations for 'Essential' resources.

7.2 Recommended

Definition: Resources which complement 'Essential' teaching materials and help students to expand their knowledge of a subject. It is expected that students will read, view or listen to some of this material.

- Where an appropriate licence is available, an e-book will be acquired and print copies will not be routinely purchased
- Where no e-book is available, books prioritised as 'Recommended' will automatically be purchased in print to the ratio of one copy per 40 students.
- If no copies are held and student numbers are less than 40, a single copy (or e-book) will be purchased.
- Newly purchased 'Recommended' print books will be located in Standard Loan.

7.3 Further reading

Definition: Resources which help students to broaden their understanding of a subject and may include readings beyond the subject necessary to provide context. Further reading may be used for bibliographies or to provide suggested reading for assignments or to encourage students' own research.

- Any items given a priority of 'Further reading' will not be purchased in either e-book or print format.
- Where the Library does not provide access to 'Further reading' items, students are encouraged to use Interlibrary Loans or RAB (Request a Book) to request materials.

8. Digitisations (copyright-compliant scans)

8.1 The University's licence from the Copyright Licensing Agency (CLA) allows digitisations of book chapters and journal articles to be provided for teaching where items to be scanned are covered by the licence.

8.2 If a title is not available as an appropriately licensed e-book, Course Organisers should consider requesting a copyright-compliant digitisation in order to provide access to the most essential chapter (or pages) of a text to students. Limits apply to what can be scanned. For more information, refer to: <https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/request-resources/ereserve>

8.2.1 Digitisations of 'Essential' and 'Recommended' chapters/extracts will be linked to the corresponding citation on a Resource List by the Library. A 'Digitisation available' tag will be added to highlight availability to students.

8.2.2 No digitisations will be provided for chapters/extracts prioritised as 'Further reading'.

8.2.3 When a scan is provided by the Library and no e-book is available, the Library will purchase a maximum of four print copies of a title. These copies will be located in Standard Loan.

8.2.4 The Scan & Deliver service will monitor requests. If a chapter/extract is requested multiple times, steps will be taken to try to make scans available to the cohort via the corresponding Resource List. Scan & Deliver should not be used as a route for requesting scans for teaching.

8.3 Course Organisers should not scan materials under copyright or upload scanned content to Learn, Moodle or a Resource List unless the material is out of copyright, they have explicit permission from the copyright holder or they hold the copyright for the work. If in doubt, please check with the Library.

9. Editions

The Library will add the most recent edition of a title to the Resource List unless otherwise requested by the Course Organiser.

10. Out of Print books

The Library will aim to source a single copy of a print book if it is out of print. Course Organisers will be notified if a title is out of print and if the Library is able to purchase a single print copy. Course Organisers are encouraged to request copyright-compliant digitisations of chapters/pages to provide students with access to essential content or to consider a more readily available alternative.

11. Online Learning

11.1 When selecting course reading for online courses, Course Organisers should ensure essential texts can be made available digitally. The Library can provide guidance on resource availability.

11.2 The Library will not purchase multiple copies of print books for Online Learning courses. However, single copies will be purchased in order to provide copyright-compliant digitisations of essential chapters/pages when a suitable e-book is not available.

12. Hybrid Courses

In 2022/23, library resource provision for hybrid courses (courses taught on campus and online) will be managed in the same way as fully on campus courses.

13. Deadlines

The Library publishes deadlines for each semester to allow sufficient time for materials to be made available for the start of teaching. The Library cannot guarantee that materials requested after the deadlines will be available in time for the start of each semester. Course Organisers can send their Resource Lists to the Library to be reviewed or created at any time throughout the year.

14. Retention Policy

Access to Resource Lists for the current academic year plus the two previous academic years will be made available. Resource Lists from earlier years are archived. Resource Lists from earlier years can be reinstated on request.

15. Summary of responsibilities

15.1 What the Library will do:

- Provide training and guidance to Course Organisers and ensure online help and support is available;
- Create or review Resource Lists as requested and check current Library holdings for resource availability;
- Automatically purchase new or additional copies of 'Essential' and 'Recommended' print books or of suitable e-books based on student numbers and resource priority and add new purchases to Resource Lists;
- Check and/or confirm availability and access to electronic journal articles and other online resources;
- Alert Course Organisers where there could be a problem providing appropriate access to materials;
- Provide copyright-compliant digitisations and link scans provided to the corresponding citations;
- Locate new or additional copies in the relevant site library and across loan periods;
- Annually (in June), rollover lists to the new academic year and maintain persistent access to the most recent three years' of Resource Lists;
- Monitor use of Resource List items in Reserve collections;
- Gather feedback from Course Organisers via a twice yearly Service Board meeting;
- Regularly review the service in consultation with Course Organisers and Edinburgh University Students' Association.

15.2 What Course Organisers will do:

- Provide students with a Resource List based on good practice (as outlined above);
- Explain clearly to students in the first lecture and course guide/handbook about Resource List availability and routes to access 'Essential' readings;
- Prioritise each item on the course Resource List using, 'Essential', 'Recommended' or 'Further reading';
- Ensure 'Essential' texts are available digitally (either in whole as a licensed or open access resource, or in part via copyright-compliant digitisations);
- Provide the Library with details of any chapters/pages to be scanned;
- Use the online form to submit a request for a Resource List: <https://edin.ac/resource-list-request-form>
- Ensure the Resource List tool/link is activated in the corresponding Learn course. NB Responsibility for activating the link in Learn may vary across schools;
- Regularly review the Resource List and notify the Library of any changes to the Resource List or course;
- Submit lists, either for review or creation, by the published deadlines if Resource Lists are required in time for the start of semester.

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