Reading Lists Policy

Learning Services

Version control

V1   May 2017
V 2   Updated August 2018

1. Purpose

The purpose of this policy is to ensure that at institutional level there is a coherent, integrated approach to the communication of required reading between academic staff and students and that the library is able to meet student expectations for adequate resource provision (in accordance with the Collections Management Policy). The reading list software in use at QMU is Talis Aspire, and called "Resource Lists". This will ensure that the lists include information about not only books, but e-books, journals, scanned articles & chapters and other readings which students need for their module.

Benefits for students:

Ensure students have access to essential reading materials and are aware of further reading which may be required

demand for essential reading by a combination of multiple print copies, different loan periods, digitisation, and electronic copies.

Recommended (you are advised to read/view this): reading that is desirable, as it expands understanding of the subject. It is expected that students will read at least some material from this category and the Library will purchase at least one copy of these titles.

Background (this will help you to broaden and deepen your understanding of this subject): in some disciplines, and at some levels of study, students may be expected to explore the subject in greater depth. The library may purchase single copies of these titles where appropriate.

3. Roles and responsibilities

Programme and **module leaders** should work in partnership with their Liaison Librarian to ensure that:

Resources required to support new modules are identified by an agreed deadline [see key timescales], so that they can be made available in a timely manner.
Reading lists are reviewed and updated annually within agreed deadlines.
Copyright regulations are adhered to.
Feedback from students on the usefulness of the recommended material is encouraged.
Information/Digital Literacy skills are developed at appropriate points within the programme/module.

4. Key timescales:

Period	Publication Deadline (for Library checking)
Semester 1	30th May preceding start of Semester 1
Semesters 1 and 2 (taught over both semesters)	30th May (as above)
Semester 2	30th October preceding start of Semester 2

To avoid student dissatisfaction, please aim to publish your reading lists by the advertised deadlines so the Library has enough time to review them and order any new or additional copies of materials. Items not in stock can take several weeks or even months to reach the shelves.

5. Scanned items

If a member of staff has taken ownership of their reading lists, any link to a scanned item in the Digital Content Store (DCS) will not be uploaded to the Hub – access will be via Resources List. However, if the list is still not 'owned' by the relevant member of academic staff, then it will be uploaded separately to the Hub in addition to appearing on Resources List.