



Queen Margaret University  
EDINBURGH

# Reading Lists Policy

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Learning Services

**Version control**

**V2 June 2021**

## 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 and chapters, and other resources that 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.
- Provide clear, accurate and current reading lists so that searching for reading is a positive experience for students.
- Ensure students develop sufficient information/digital literacy skills to benefit from provision of material on reading lists.
- Raising student satisfaction with Library resources.

Benefits for staff:

- Enabling academic staff to quickly and easily create online reading lists. Creating and maintaining your reading lists online will also save time by maintaining all reading lists within a single interface, linked from the Hub, and accessible to the Library.
- Raising student satisfaction with Library resources.
- Your Liaison Librarian can make sure that student expectations of Library resources are met.
- Ensure the items your students need are in the Library in time.
- Ensure scanned extracts of readings you wish to provide are compliant with the Copyright Licensing Agency HE Licence.

## 2. Scope

The policy applies to reading lists at module level and clearly outlines where students are recommended to purchase titles and where the library will provide for essential, recommended and background reading.

- **Recommended for Purchase** (this is an essential item which you will need to use extensively throughout the module); required where it is necessary for all students to have access to the entire text for a number of weeks. Academic staff recommend that students purchase these 'set text' titles, although a few copies will be available in the Library.
- **Essential** (you must read/view this): reading that is required of all students to broaden and deepen understanding of the subject. The Library will aim to meet the demand for essential reading by a combination of multiple print copies, different loan periods, digitisation, and electronic copies (please see [Collection Management Policy](#)). Students may be expected to purchase copies of essential texts; module

leaders are asked to indicate these in the 'notes for students' section of the item entries in Resource Lists.

- **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:

- Liaison Librarians are aware of new modules, module codes and predicted student numbers so that they can set up new Resource Lists.
- 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	30 <sup>th</sup> May preceding start of Semester 1
Semesters 1 and 2 (taught over both semesters)	30 <sup>th</sup> May (as above)
Semester 2	30 <sup>th</sup> October preceding start of Semester 2

To avoid student dissatisfaction, please aim to publish your reading lists ahead of the advertised deadlines if at all possible. Processing time for new items can vary considerably, so please anticipate eight working weeks for your list to be checked and for items to be ordered, arrive and be processed.

### 5. Scanned items

If a Talis Resource List exists for the module, scanned items in the Digital Content Store (DCS) will be linked to from the Resource List. If there is no Resource List for the module, the link to scanned items will be added to the Hub.