

Library Service Reading List Policy

Policy Owner:	<i>Academic Support Manager</i>
Approving Body:	<i>Library and Archives Task Group</i>
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1. Purpose

The purpose of this document is to outline Bangor University's policy on module reading lists. There is a recognised need to manage student expectations regarding availability and accessibility of resources supporting their studies, particularly within an increasingly complex information environment and within the context of student expectations with increased fees.

The aims of the policy are to ensure the following:

- That students have ready access to essential reading materials and are aware of further reading which may be required.
- That the purchasing and provision of resources is cost-effective and that resources are available in the right format, at the right time and in sufficient quantity to meet the learning and teaching objectives of the programme of study.
- That a framework is created which ensures that searching for reading material and resources are a positive experience for students.
- That the roles and responsibilities are clearly defined for the Library and Archives Service, the Module Leaders/Coordinators and individual academics regarding the implementation of the policy.

The policy works alongside the delivery of information skills by academic staff and the Academic Support Team in the Library and Archives Service combining to identify and increase access to a wide range of information resources.

2. Scope and Definitions

This policy applies to reading lists at module level and other appropriate reading lists.

3. Responsibilities

It is essential for module teams and Academic Support Librarians to work as partners in the planning and development of resource requirements for new programme/modules. The

approval process for new modules and programmes of study requires consultation with Academic Support Librarians to ensure that resources can be made available to support new modules.

3.1 Roles of Module Leaders/Organisers

- Module leaders will work with Academic Support Librarians in the early stages of programme and module development to ensure that recommended resources are easily obtainable, can be purchased in a timely manner and will be available in sufficient numbers.
- Module leaders will encourage students to buy books where appropriate. The cost and quantity of books should be at appropriate levels.
- Module leaders will review reading lists annually and will update with new requirements, resubmitting these requests to the Online Reading List System in line with agreed rollover deadlines each year.
- Module leaders will ensure that the reading lists associated with their module contain material which is easily accessible to all students, drawn primarily from existing stock or where necessary from items recommended for purchase or freely available via the web.
- Module leaders are requested to report any issues to the Library and Archives Service as they arise, and to encourage feedback from students on reading lists as part of module evaluation.

3.2 Role of Library and Archives Service

The Library and Archives Service will:

- Work with Schools on the reading list policy implementation and will gather feedback which will inform future policies.
- Attend meetings and committees to support and consider resource planning.
- Contribute to the revision and approval of module specifications and reading lists.
- Provide input on reading list content at the course design and development stage.
- Cover the role and purpose of reading lists in their Information Skills sessions.
- Identify and promote electronic alternatives to printed resources where appropriate.
- Advise on copyright clearance and document digitisation.
- Ensure that reading lists and associated electronic resources are available in the appropriate space in Blackboard.
- Ensure that e-books and e-journals are obtained along with digitised book chapters and journal articles as appropriate.

4. Policy Statements

4.1 Format of Reading Lists

Reading lists, where possible, will be created using a recommended template. It is recognised that the needs of specific disciplines may vary. Due to the specific requirements of some disciplines, an alternative model will be employed for module reading lists.

A standard template will:

- Clearly outline resource requirements.

- Utilise standardised terminology, minimise confusion and miscommunication arising from the use of differing terms (i.e. indicative/recommended, essential/core).
- Create standardisation across modules as far as possible.

Lists must include accurate bibliographic details (author, title, date of publication) and clearly indicate which edition is required. The most recent edition will be purchased unless otherwise specified.

4.2 Reading Lists Sections

To ensure the most appropriate resources are available for students, the content of reading lists should take into account the way that students access the course and material, method of delivery and the anticipated use of resources. Number of items per module will be subject to School level agreements (see appendix).

Core Books

- ***Readings/books that are essential and required to the module.***
- Covers both paper-based and electronic book material. E-books will be purchased wherever possible.

Recommended /Further Reading

- ***Reading that is desirable to expand knowledge of a subject which will contain a range of material for students to select from.***
- The library would purchase only one copy of material listed in this category.

Wider Reading Bibliography

- In some cases and certain disciplines it may be necessary to include an additional bibliography in the form of a **Word document**.
- The library will not review these bibliographies for availability. In such cases, the reading list should clearly indicate that the material may not be readily available.

Journal Articles/Book Chapters

- Existing electronic resources should be utilised wherever possible.
- Unlimited use can be made of articles already available online either via subscribed sources or open access.

Digitisation

- The Library and Archives Service will generally digitise up to 5 items per module.
- Exceptions can be considered where the mode of attendance, for example distance learning, means that increased digital content will be beneficial. A second extract may be digitised dependent on cost.
- Requests must comply with CLA regulations.

Short loans

- Short loan periods are 24 hours and 3 days. The maximum number of copies per title that can be placed on short loan is 2.

- Short loan requests are to be submitted via an online form available at; <https://www.bangor.ac.uk/library/resources/shortloan/index.php.en>,

4.3 Recommended Number of Items per Reading List. (Please also see appendix)

Core reading (books) *	Up to 10 titles
Recommended*	Up to 30 items
Electronic journal articles / web sites	Unlimited

* Exceptions may be negotiated with the appropriate Academic Support Librarian.

4.4 Purchase of Resources

Reading list items will be purchased to specified formula. See the appendix for details. The standard ratio of core texts to number of students is 1:15 up to 100 students. The ratio will be reduced for modules with over 100 students with a maximum of 25 copies. Usage will be monitored and extra copies will be purchased at the discretion of the appropriate Academic Support Librarian in liaison with the appropriate School.

The formulae will be based on:

- Student numbers and specific subject area requirements.
- Actual use and anticipated use of resources.
- The method of delivery and mode of attendance.
- Recommended reading – at least 1 copy or as indicated in the appendix.
- The e-book will be purchased where available and only one copy will be purchased in print. Additional copies of e-books will be purchased where usage exceeds the number of accesses available and students are being turned away.
- If an e-book is available, we will not digitise a chapter from the title.
- The formulae will be reviewed at times of budgetary constraints. This will be done in liaison with the module coordinator.

4.5 Budget

- Reading List material will be purchased from a single centralised budget.
- Items costing in excess of £100 will be purchased in reduced numbers.
- E-books costing in excess of £200 will be referred back to the module coordinator.

5. Deadlines

Reading lists should be submitted via the Online Reading List System in advance of each semester. The Reading List team will give advance notice of deadlines for reading lists to be submitted. Requests made after the following deadlines may result in the resources not being available to students in time for the period of teaching:

Semester 1 and year-long reading list	31 July
Semesters 2 module reading lists	30 November

Separate provision will be made for modules with multiple intakes or which run at non-standard times.

Out of print or overseas material can take longer to obtain and potentially may not be available. Alternative recommendations may be required.

6. Related Policies and Procedures (Subject to further revision and local considerations)

- Library Service Collection Policy
- Copyright Guidelines

7. Contact Details

If you require further advice on this policy, please contact:

Academic Support Manager
Library and Archives Service
College Road
Bangor
Gwynedd
LL57 2DG

Tel: 01248 382915
Email: library@bangor.ac.uk

8. Review

This policy will be reviewed annually in consultation with stakeholders, or earlier if there is a change in circumstance that may necessitate a review.

9. Equality Impact Assessment

The University is committed to embedding its Equality Action Plan into its policies, procedures and practices. This policy has been equality impact assessed in accordance with the Equality Action Plan.

Appendix

ALL COLLEGES UNLESS OTHERWISE INDICATED					
School	Core Text	Recommended	Additional /Further/ Wider Reading	E-books	Short Loan
All	1 copy per 15FTE up to 100 1 copy per 30FTE over 100 Maximum 25 copies	1 copy per 30FTE up to 100 1 extra copy per 100 over 100FTE	Additional / Further: 1 copy	1 e-book plus 1 print; or no print with agreement with academic	1 copy for 24 hours /3 days at module leader's request Maximum 2 copies per title
College of Arts and Humanities					
All	No exceptions		Wider Reading: Bibliographies should be inserted as a Word document which will not be reviewed by the Library		
College of Business, Law, Education and Social Sciences					
Law	1 per 20FTE over 100 Maximum 10 copies Practitioner Books – reference only				Core text: 1 x 24 hour 1 x 3 day
College of Health and Behavioural Sciences					
Healthcare	Bangor Health & Wrexham except Radiography (only taught at Wrexham)	Bangor Health & Wrexham except Radiography (only taught at Wrexham)	Bangor Health & Wrexham except Radiography (only taught at Wrexham)		
College of Natural Sciences					
All	No exceptions				
College of Physical and Applied Sciences					
Chemistry	1 copy per 15FTE	1 copy per 15FTE			
Computer Science	Main course text (A) (i.e core) 1 copy per 15FTE	Highly recommended text (B) (i.e core) 1 copy per 15FTE	Additional reading 1 copy irrespective of student number		
Electronic Engineering	Main course text (A) (i.e core) 1 copy per 15FTE	Highly recommended text (B) (i.e core) 1 copy per 15FTE	Additional reading 1 copy irrespective of student number		