



CityLibrary

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Library Services Reading List Policy

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1. Purpose

The purpose of this policy is to ensure there is a standard approach to the communication of required reading for modules. This will ensure Library Services can provide the resources required to create a positive experience for students.

City uses Reading Lists Online (RLO), a reading list application which provides students with quick and easy access to recommended resources and digitised content. Students will find all the reading lists have been created and maintained within a single interface, which is easily linked to and embedded in Moodle. RLO enables Library staff to access the reading lists, in order to determine which resources need to be purchased and digitised.

For these reasons, Library Services recommend that reading lists are created in Reading Lists Online instead of Moodle.

Reading lists must be clearly laid out and contain accurate references. This ensures all the resources are easily identifiable and can be ordered quickly, enabling students to locate and access the resources recommended to them.

2. Responsibilities

Library Services staff require the following information to purchase and process new or additional resources before the beginning of term.

2.1 Timescales

Academic Staff will be contacted by their Subject Librarian a minimum of 8 weeks prior to the module start date to remind them to submit or update new reading lists. Academic Staff are expected to ensure all current reading lists are created or updated at least 4-6 weeks in advance of the module start date, and inform the appropriate Subject Librarian when they are ready.

Library Services require ten weeks' notice of any resources in alternative formats for students with additional needs.

2.2 Level of Importance

The importance of the resources on the reading lists should be clearly indicated. This will give clear guidance to the students enrolled on the module and may be used for resource allocation (see Collection Development Policy, section 3.4).

Academic staff can indicate the importance as:

- Item for student purchase
- Essential reading
- Recommended reading

2.3 Digital Course Readings

Digital Course Readings are scanned extracts from printed books and journals that are made available to students via hyperlinks in RLO. This may be done where resources are in very high demand, to make access to key reading easier, or when only one chapter of a book is needed, allowing Library Services to manage resource budgets accordingly.

The Copyright Licensing Agency (CLA) Licence allows one chapter/article or 10% from a book/journal issue (whichever is greater) to be digitised.

Digital Course Readings must be managed within RLO to comply with the requirements of the CLA Licence. They must not be uploaded on Moodle; to do so would be a breach of Copyright Law and could result in a large fine and damage to City's reputation.

2.4 Student Numbers

It is essential to indicate the number of students enrolled in a module, to ensure Library Services order sufficient numbers of copies, and comply with the CLA Licence for digitised resources.

3. Related documents and webpages

For guidance on the following specific areas, please see the links below:

Collection Development Policy

Our Collection Development Policy can be found at:

http://www.city.ac.uk/__data/assets/pdf_file/0019/341191/Library-Services-collection-development-policy-2015-18-v2.pdf

Copyright Library Guide

Guidance about copyright and Moodle can be found at:

<http://libguides.city.ac.uk/copyright/moodle>

Library Services for Additional Needs - Alternative Formats

Information about alternative format materials for print impaired library users can be found at:

<http://libguides.city.ac.uk/additionalneeds/alt-formats>

Reading lists and digitisations

Further information about how to create reading lists and request digitisations can be found at: <http://libguides.city.ac.uk/readinglistsonline>

Subject Librarian Library Guide

Contact details for your Subject Librarian can be found at:

<http://libguides.city.ac.uk/subjectlib>

If you require any assistance with reading lists, contact the appropriate Subject Librarian as soon as possible.

The Reading List Policy will be reviewed annually and updated when appropriate, or as and when the Library Leadership Team considers it necessary.

Any enquiries relating to the Reading List Policy should be directed to library@city.ac.uk.

This policy is supported by the Library Committee.

City, University of London Library Services

September 2017

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