Resource Lists Framework

The Framework has been developed by Library & University Collections in consultation with, and supported by, Library Committee and EUSA. A full review will be undertaken in 2025/26 and submitted to Library Committee and EUSA for approval.

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 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, e-books or e-textbooks;
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 University staff and students on request.

4. Retention policy

Resource Lists for the current academic year and the two previous years are available to staff and students. The Library archives Resource Lists in June each year. Archived lists, from earlier years, are not deleted and can be re-published at any time, on request.

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

1. **Easy to access** - access is provided via the Resource List tool in Learn Ultra and 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 should be 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, core 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 encourage 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.

6. Provision of resources for teaching

6.1 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.

6.2 How the Library purchases resources

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

6.2.2 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.

6.2.3 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.

6.2.4 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 or additional licences for e-books, via Resource Lists or by contacting the Library, if required.

6.2.5 Course Organisers must prioritise the items on their Resource List. No action will be taken by the Library to provide access to items on Resource Lists which are not prioritised.

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

6.3 Reserve collections

Book moves to Reserve (3 hour loan) are managed using Resource Lists. A maximum of 5 copies of any one title will be located in Reserve. Only copies of print books which are prioritised as 'Essential' on a Resource List will be located in Reserve.

7. Prioritised reading

7.1 Resource Lists should indicate the priority of all materials on a list, enabling students to manage their course reading and the Library to make decision on purchase and provision. The University's Accessible and Inclusive Learning Policy states that reading lists shall indicate priority and/or relevance.

7.2 All items on Resource Lists must be prioritised using the following:

1. Essential
2. Recommended
3. Further reading

7.3 Course Organisers can identify one key text per course using the 'Key Text' tag for which the Library will take extra steps to source a suitable e-textbook. There is no guarantee that an e-textbook will be available to purchase.

7.4 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.

8. Definitions

8.1 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. However, if an e-book is only available with a limited user licence, a single print copy may be purchased to allow for scanning of a key chapter or extract.
- Where no e-book is available, books prioritised as 'Essential' will be purchased to the ratio of one copy per 20 students. A maximum of 10 copies of any one 'Essential' title will be purchased for a single course. Additional copies may be purchased if a title is used concurrently on multiple courses.
- A maximum of five print copies of any single 'Essential' title will be located in Reserve. Additional copies will be located in Standard Loan. New print copies will be located in Standard Loan when Reserve ratios are met.
- The Library will prioritise providing copyright-compliant digitisations for 'Essential' resources.

8.2 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. However, if an e-book is only available with a limited user licence, a single print copy may be purchased to allow for scanning of a chapter or extract.
- Where no e-book is available, books prioritised as 'Recommended' will be purchased in print to the ratio of one copy per 40 students. A maximum of 5 copies of any 'Recommended' title will be purchased. Additional copies may be purchased if a title is used concurrently on multiple courses.
- If no copies are held and student numbers are less than 40, a single copy (or e-book) will be purchased.

- 'Recommended' print books will be located in Standard Loan.

8.3 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. The Library will add a note to Resource Lists which include 'Further reading' to highlight these services to students.

9. Digitisations (copyright-compliant scans)

9.1 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.

9.2 Course Organisers should only use scans of published works for teaching where these are provided by the Library and which include the appropriate coversheet. It is not permitted to upload scans to courses in Learn Ultra for use in teaching that have not been provided by the Library; unless the material copyright free, explicit permission has been received from the copyright holder or the Course Organiser holds the copyright for the work. If in doubt, please check with the Library.

9.3 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 the Library can scan for courses of study. The CLA guidelines explain the scope of the University's higher education licence: https://assets.cla.co.uk/media/2024/11/higher-education-licence-user-guidelines.pdf

9.3.1 The Library will link digitisations of 'Essential' and 'Recommended' chapters/extracts to the corresponding citation in a Resource List.

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

9.3.3 The Scan & Deliver service monitors requests received. If students request the same chapter/extract multiple times, the Library will try to make scans available to the cohort via the corresponding Resource List.

9.3.4 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.

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

11. Out of Print books
The Library aims 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.

12. Audio Visual material
The Library will purchase streaming media where possible. If no streaming media is available, the Library will purchase a single copy of a DVD. DVD players can be borrowed by students from University libraries.

13. Online Learning

13.1 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.

13.2 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.

14. Deadlines

The Library publishes deadlines for each semester to allow sufficient time for materials to be made available for the start of teaching. Course Organisers can still send their lists to the Library after the deadline, however, the Library cannot guarantee that materials requested after the deadlines will be available in time for the start of each semester.

14.1 Course Organisers can ask the Library to review or create a Resource List at any time throughout the year.

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;
- Purchase new or additional copies of 'Essential' and 'Recommended' print books or of suitable e-books based on student numbers and 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 in Standard Loan or Reserve, as appropriate;
- 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 is available to students via the corresponding course in Learn Ultra or Moodle;
- 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.

*Library & University Collections, **Updated March 2024.***