



Reading List Policy 2019-20



Library &
Information Services
Llyfrgell a Gwasanaethau
Gwybodaeth

Leganto

Create it. Discover it. **Leganto** it.
Creu. Darganfod. **Leganto**.

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1. Introduction

Cardiff Met L&IS is committed to working with Academic colleagues to deliver a high-level service of resources to support students and research staff. Students' reading lists are often the first point of contact with library services and are an essential part of each module. Library services understand the importance of dynamic and engaging reading lists and the need to manage effectively student expectations on accessing reading lists and the availability of these resources.

Leganto is Cardiff Metropolitan's reading list management system. It provides an efficient and easy way for Academics to compile and publish reading lists. It allows staff to assemble materials of all types; print & eBooks, online or digitised book chapters, scholarly articles, videos, images, electronic resources and any other type of material, to create a flexible and interactive reading list. Fully integrated with MetSearch and Moodle, it provides students with easy access to all course materials through a single interface.

1.1 Purpose of this policy

This document sets out the University's policy on reading lists at module level and sets out the roles and responsibilities of Library Services and the Module Leaders/List Creators.

1.2 Scope

This policy applies to all modules at Undergraduate and Masters Level with reading lists and should be implemented by all Academic teaching departments within the University.

The policy does not apply to franchise partners where responsibility for library resources is provided locally.

1.3 Roles & Responsibilities

It is the responsibility of Module Leaders/List Creators to:

- Attend a Leganto training session if required and refer to the guidance on www.cardiffmet.ac.uk/Leganto when needed or contact your Academic Librarian with any questions or queries.
- Ensure reading lists are available to students in the correct area of Moodle.
- Submit and update reading lists six weeks before the start of the course.
- Review reading lists regularly.
- Roll over lists for the next academic year.
- Assign the correct tag to each citation (Required, Recommended or Further) to inform the library of how many copies to purchase.
- Include any relevant notes to the library
- Send the list to the library when complete so that Academic Librarians are notified that the list is ready for checking/purchasing.
- Publish lists when the library has completed checks so that students are able to access the reading list.
- Re-send lists which have been edited or any new individual citations that have been added, to let library staff know of any changes for checking/purchasing.

It is the responsibility of Library Staff to:

- Provide training, guidance and ongoing support in using Leganto.
- Check and purchase resources on sent reading lists in accordance with section 2.
- To mark lists as complete when all checks and purchasing decisions have been made, notifying the list creator that the list is ready to be published.
- Endeavour to obtain clearance for digitising copyright material and if clearance cannot be obtained advise list creators.
- Monitor and record Reading List budget expenditure by department.

2. Acquisition of resources

2.1 Print Books, eBooks & one-off Purchases

Library Services have a centralised library budget, which allows us to respond to the demand and pattern changes for print books and eBooks in different subject areas. The fund is monitored on a month by month basis and it is benchmarked against expenditure in previous years to ensure that funds are spent correctly.

The Library will monitor and respond to demands in the usage of specific titles in terms of purchasing additional copies for high use items or alternatively, the weeding of titles of low usage. This is achieved through reports generated from the Library Management System.

If only a chapter of a specific title is listed a reading list, it is advised that the chapter is digitised through the digitisation service offered by the Library. More information is listed in section 2.4.

2.2 Subscription Budget

This is a separate centralised budget which funds Journals, eJournals and databases. The budget is top-sliced at the start of the academic year to ensure recurrent expenditure / national deals (subject to multi-year contracts) can be accounted for. Any surplus is returned to the book budget. We evaluate our title list and the usage data annually for all subscriptions to ensure that they remain relevant to the curriculum and offer good value for money for the university

2.3 Journals & Databases

If a new journal or database subscription is required for a reading list, a request ***form*** will need to be completed with justification for the expenditure. You can find out more about this process in the ***Collection Management*** policy.

3. Purchasing ratios

Library Services will purchase items tagged as *Required*, *Recommended* and *Further* on Reading Lists submitted to Leganto in the ratios detailed below.

On occasion it may be necessary to alter purchasing ratios, for example, when a module has a large overseas cohort. In these cases, departments should consult their Academic Librarian to discuss module/course specific purchasing requirements.

3.1 Required Reading

Citations tagged as *Required Reading* will be purchased in the ratio of one copy per 8 students subject to available funds. Where electronic access of books is available, we will purchase the eBook as well as sufficient print copies, considering; terms of access, student ratio requirement and cost. We will then subsequently adjust the number of print to e-access as appropriate.

3.2 Recommended Reading

Citations tagged as *Recommended Reading* will be purchased in the ratio of one copy per 16 students subject to available funds. Where electronic access of books is available, we will purchase the eBook as well as sufficient print copies, considering; terms of access, student ratio requirement and cost. We will then subsequently adjust the number of print to e-access as appropriate.

3.3 Further Reading

Citations tagged as *Further Reading* will be purchased in the ratio of a single copy, whether print or electronic.

4. Editions

Library Services will purchase the most recent edition available at the time of the list being sent unless the Module Leader/List Creator includes a note to the library in Leganto requesting a specific edition.

Library Services will not purchase any books that are out of print unless absolutely necessary. Module Leaders/List Creators will be contacted and an alternative resource requested.

5. Digitising journal articles and book chapters

Module Leaders/List Creators can also request digitisation of extracts, chapters and articles under the terms of our CLA (Copyright Licencing Agency) HE Licence. Simply follow the [guidance](#) set out.

6. Deadline for reading list submission

All reading lists must be submitted to the library **6 weeks before the start date of the course** so that any resources can be purchased in time. Any reading list submitted after this date; we are unable to guarantee that all resources listed will be available for the students.

7. Monitoring and review

7.1 Monitoring

One of the methods used to monitor the effective delivery and engagement of this policy and Leganto is by calculating the number reading lists associated to modules. In order to have more

accurate analysis it is necessary that each reading list is linked to the current and appropriate module code, be sent and published. The library's aim is to have 90% of reading lists on Leganto within 3 years.

7.2 Review

This policy will be reviewed by the Reading List Group on an annual basis prior to the start of each academic year.