University of York Information Services Directorate

Reading List Policy

Background

Library and academic staff need to work in partnership to ensure we are giving students the best experience we can. While there are many factors which contribute to providing appropriate access to resources, Reading Lists are often the starting point for students so it is essential that we get this right.

The aim of the Reading List Policy and associated Guidelines is to improve the student experience by providing a framework which enhances clarity and consistency for students and supports effective processes which facilitate maximising availability of the required resources.

Reading list principles

The key factors which contribute to a positive student experience are:

- Reading list quality and consistency
- Student understanding of what is required of them
- Readings available when students need them
- Readings accessible to all students on a module

Reading lists are most helpful to students if they are:

- Realistic: so that students can access everything on their list there must be sufficient copies of items and appropriate loan periods, and resources should be available in digital form wherever possible
- Accurate: so that students can find the correct resource, including correct editions
- Prioritised: so that students understand what they are expected to read and the Library understands what it needs to provide
- Clear: so that students understand which resources are relevant to which parts of the module
- Up-to-date: so that students are working with your latest information
- Timely: so that the Library has time to acquire and make available the required resources

Reading list guidelines

The Reading List Guidelines provide more information on the rationale and practical implementation of the Policy.

Key contacts

Departmental queries: Academic Liaison Librarian [http://subjectguides.york.ac.uk](http://subjectguides.york.ac.uk)

Reading Lists software training and enhancement requests: [lib-readinglists@york.ac.uk](mailto:lib-readinglists@york.ac.uk)
Reading List Policy

1. All departments adopt the Reading List policy

This policy should be adopted by all departments unless there are compelling academic reasons which make this impossible. In this case the department should discuss the issues and alternatives with their Academic Liaison Librarian. The policy is compulsory for Undergraduate courses and recommended for Masters courses with reading lists (especially where there are competing demands for items).

2. Content of reading lists is appropriate and realistic

To ensure that appropriate resources are available for students, the content of reading lists should take into account the mode of attendance of students, method of delivery and the anticipated use of resources.

Module Convenors/Coordinators should discuss their requirements with their Academic Liaison Librarian and agree the appropriate balance between digitisation, electronic resources and physical copies.

3. Reading lists are produced with accessibility in mind

Reading lists should not be overly long; expectations should be realistic about how much students are able to read and what the Library can supply.

Reading lists should be structured in such a way as to allow students sufficient time to access the resources using assistive technologies and to plan their preparatory reading.

4. The Library’s Reading Lists tool is used for all reading lists

All reading lists should be managed using the Library’s Reading Lists software, which links to the Yorkshare and Moodle VLE sites and provides the framework for achieving the Reading List Principles.

5. Module Convenors/Coordinators are responsible for reading lists and maintenance

Module Convenors/Coordinators are responsible for maintaining their lists or delegating and monitoring the work. Issues with reading lists will impact on the module and / or programme evaluation and it is the responsibility of academic staff to maintain the quality of their courses.

6. Reading lists are updated by the deadlines

Reading Lists may be updated at any time.

However, if resources are required for the start of term, Reading Lists should be updated by the deadlines to give the Library sufficient time to arrange digitisation, purchase and make available those resources.

The Library sends out deadline reminders to all departments via Academic Liaison Librarians.

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

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