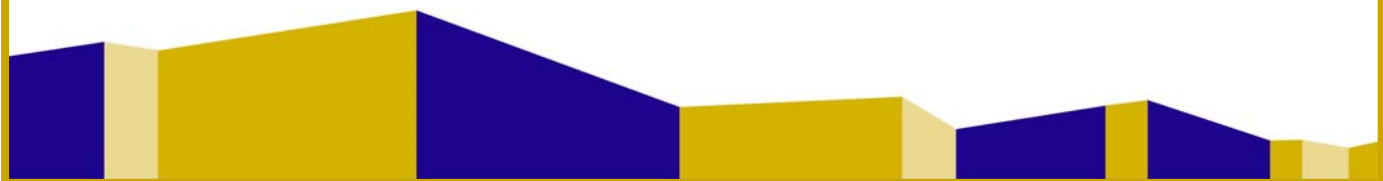



Reading List Policy



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Copyright	
Fol	1 year after obsolescence
Related Policies	<ul style="list-style-type: none"> • Cataloguing and Classification Manual • Collection Development Policy

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The Library will provide access to titles on course reading lists through its Reading List Collection. Print titles will be held on a reference basis for use in the Library to ensure equality of access for all students for the duration of the course.

1. Submissions

The Reading List Collection is developed through liaison between the Subject Librarians and academic staff. The latter are kindly requested to submit their reading lists to their Subject Librarian in good time for the start of their course (generally considered to be not less than 2 weeks prior to the beginning of the course).

This is particularly true where titles are not already held by the Library and will need to be ordered in, or where they are out on loan and need to be recalled. The Library cannot be held responsible for any titles not being present at the commencement of courses.

The Subject Librarians will undertake to put out calls for readings lists at appropriate points in the academic calendar. These calls will be communicated through the Library's usual outreach channels, including email, blogs and websites.

2. Acquisitions

The Library recognises the School's obligation as a Higher Education Institution to provide appropriate Library support for its own coursework. Required readings that appear on reading lists compiled by academic staff will therefore be purchased for the collection wherever possible, subject to operational constraints.

2.1. Required and Recommended Readings

To allow for reading lists to be processed promptly and efficiently, all lists should generally distinguish between essential and recommended readings. This is particularly true where a reading list is deemed substantial (in excess of 2 pages in

length). Where essential and recommended readings have not already been identified, the Subject Librarians may ask the academic in question to distinguish essential readings from recommended readings.

The Subject Librarians may need to exercise discretion in prioritizing the purchase of essential titles over recommended titles in times budgetary constraint. This will be done in liaison with the academic in question.

2.2. Number of Copies

For budgetary and space reasons, it is Library policy not to purchase multiple copies of reading list texts. However, where a particular title proves very popular and over-subscribed, and where it is clear that one copy cannot satisfy demand, additional copies may be purchased at the discretion of the Subject Librarian.

2.3. Electronic Books

Budgets allowing, electronic books may be used to supplement, or stand in for, print copies of reading list titles, especially for popular and oversubscribed titles.

The Subject Librarians' purchase decisions in these instances will be informed by:

- The ability to provide concurrent multi-user access to the title
- The potential for increased return-on-investment from acquisition funds.
- Operational space constraints.

Electronic books may be purchased and accessed from a number of suppliers and platforms, subject to the evaluation of the Subject Librarians.

2.4. Refusals

The Library will strive to purchase reading list titles wherever possible, subject to

constraints. The Library reserves the right to refuse purchase requests where titles.

- Fall outside of our normal collecting areas as outlined in our Collection Development Policy.
- Cannot be accommodated within current budget.
- Are easily and more appropriately accessible at other local libraries.

Where purchase is refused we will generally strive to recommend alternative titles in stock, or to develop a means of prioritising the purchase of titles with the academic staff member.

3. Stock Management

The Library will normally undertake an annual stock-take of the Reading List Collection each summer, using access data extracted from its management information software. Titles that have not been accessed or accessed very seldom in the last year will be moved back into the Lending Collection for general circulation.

Where usage reports show that a particular e-book has not been accessed or accessed very seldom in the last year the Library's subscription may be cancelled, or allowed to lapse at the end of the current subscription period.

4. Scanning of Key Texts

The Library is piloting a key text scanning service under the terms and conditions of its Copyright Licensing Agency License. This allows for extracts of print publications **held by GSA Library** to be scanned by the Library and made available to course groups through the Virtual Learning Environment.

This pilot service will be rolled out to Historical and Critical Studies in academic session 2009-2010, and rolled out to other departments in subsequent academic sessions.

This pilot service is subject to the following prescriptions:

- All scanning must be undertaken and managed by Learning Resources staff.
- All scanning must be from print copies held by the GSA Library.
- Scans must only be made from 5% of a text, or from 1 chapter or article, whichever is the greater.
- Scans must remain unaltered from the original text.
- Scans must only be made available via the Virtual Learning Environment.
- Scans must only be made available to members of the discrete named course.

Under the terms of the Library's scanning licence, texts must be rejected for scanning where:

- The GSA Library does not own a print copy.
- The text is published outside of the UK or US.
- The text is subject to the CLA list of Excluded Works.

All scans must be recorded in the Library's Digital Copy Record for annual CLA audit. Scans will be removed from course site in the Virtual Learning Environment when the course or module of study is complete.

Academic staff who are interested in using the scanning service should contact their Subject Librarian in the first instance.