Reading Lists Framework

Summary
Cambridge University Libraries provide resources for teaching across the collegiate university. Library staff use taught course reading lists created by academics to purchase relevant items in the format and quantity required using parameters such as student numbers, accessibility and usage to assist them. Leganto is a new online system integrated with Moodle courses, iDiscover and Library purchasing workflows, which allows items on lists to link easily to online resources.

The Library’s strategic vision is to provide an unrivalled education experience for students. The key objective in using Leganto is to provide an online resource for 60-70% of all taught courses’ reading lists, with a streamlined, consistent approach. Leganto lists save students valuable time in accessing relevant content, so contributing to addressing student concerns over workload.

This document sets out the rationale for using Leganto Reading lists and outlines the responsibilities of those charged with devising and communicating reading lists to students on taught courses. The purchase and increased use of Leganto for taught course reading lists was approved at the Library Syndicate meeting, February 2020.

Overview of benefits
Teaching materials may include print books, e-books, copyright compliant scans, journal articles, video and audio recordings as well as other openly available content – all types of materials are easily accommodated in a Leganto list, including scanned chapters. Examples of lists in Leganto can be viewed: History of Art or Architecture or MMLL.

The Leganto Reading List Software allows the University to provide a professional, structured approach to managing teaching resources for the future. Through using Leganto the following can be promoted:

1. Consistency in approach for students, especially first year and taught Master’s courses
2. An opportunity to consider a change in approach for current lists – Leganto encourages well-structured lists with clear priorities for reading easily signposted for students, provides the opportunity to annotate lists with chapter preferences and helpful content notes, and gives users the ability to download and print lists.
3. Items on lists are all linked to iDiscover and/or other online links.
4. Reading lists are readily accessible on Moodle courses, and can also be published and available without requiring raven access.
5. The CUSU Education Officer (April 2020) endorses the use of Leganto

1 The Framework has been developed by Cambridge University Libraries Academic Services
2 Library Syndicate Meeting: Paper No. LS20.02.04B4 - The Syndicate endorsed this approach to improve access to reading lists in support of education and student experience.
3 "I like the labelling of 'required reading' and 'further reading', that they can specify book chapter or book (and that there's space to make comments like specifying further which pages are useful), and that they can add content notes. They're very slick and I would
Integration with the Teaching Collections Reading List Guidance

The use of a Reading list system is inextricably connected to the guidelines which outline how teaching content is purchased.

Purchasing resources: policy for teaching materials
Cambridge University Libraries have an e-preference policy. If a suitable e-book is available, it will be purchased in lieu of print copies, although local subject libraries may wish to buy a print copy for the library spaces. Colleagues creating reading lists are encouraged to use digital resources to provide the largest number of students with access to the material that they need - especially during the current closure of libraries. Where a suitable e-book is not available, Libraries may be able to provide copyright compliant scans of chapters/pages. More information is available for this decision making process.

Prioritised reading
Reading lists should indicate the priority of materials by using the following headings:

- **Essential reading**: these items will be purchased on an e-first policy. It is highly recommended that if books are included in this category that academics annotate items with notes to point students to key chapter(s). Libraries will commit to purchasing multiple copies and scanning a key chapter if only available in print. (More information is available on Copyright guidelines)
- **Recommended reading**: these items will be purchased on an e-first policy.
- **Further reading**: these items will be purchased in e or print, with the aim to have one copy in a Department/Faculty and one copy in the Main UL or Moore/Law/Medical Libraries

Lists which are longer than 400 items cannot guarantee to have all items purchased, or to have them all in a readily available format. Items will be assessed against the criteria above and keeping budget, resources and space in mind.

Roles

The Libraries:
- Add reading list content for courses into Leganto and adding to Moodle as requested
- Train colleagues locally who wish to create reading lists themselves
- Liaise with academic colleagues regarding content of the lists with respect to online, out-of-print, and access issues

have found them so helpful during my degree instead of having to manually search for each book and then scanned chapters being in a different place on Moodle - so I never checked them.”

4 SHORT TERM: in the short term academic colleagues will need to consider the options available to them for providing readings for students. During the COVID-19 closure only electronic material is available for recommendations. In order that students are not overloaded or anxious, they must be given relevant information about expectations regarding reading lists.
• Rollover lists from one year to another in July/August
• Improve discoverability of resources by de-duplicating records and improving catalogue records
• Review and gather feedback on the service

Course (academic or administrative) organisers:

• Provide students with relevant course reading lists, with appropriate content notes for students
• Ensure that students know where and how to find their Leganto reading lists
• Make use of prioritised readings, making requests for digitised copies where required
• Regularly (annually) review reading lists and ensure libraries receive lists two months prior to the resources being required by students.