Resource List Policy

Responsible Office	Library and Learning Services
Responsible Officer	Richard Swales
Approving Authority	Education Committee
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Effective Date	15/02/21
Related Procedures	-
Related University Policies	-
Amended (if applicable)	-
Supersedes	-
Next review due	31/07/25

1. Purpose

The purpose of this Policy is to standardise the approach to Resource List creation and management at Bath Spa University as well as ensuring that the University maximises the value and impact from its investment in Library collections. The aim is for every student to know how and where to access Resource Lists and for both academic and Library staff to have access to the most up-to-date lists at point of need.

This policy is called a Resource List Policy rather than a 'reading list policy', in recognition of the multidisciplinary nature of the Bath Spa University curriculum and the fact that staff may wish to recommend to their students resources such as images, websites, podcasts and software, in addition to reading books and journal articles.

This policy has been devised following close consultation with academic staff and the Students' Union.

2. Definitions

Resource List: Any list of learning resources that has been compiled by academic teaching staff and issued to students

Resource List Management System: An online, web-based system for the management of Resource Lists. In July 2019 Bath Spa University purchased a three year licence to the TALIS Aspire system

Resource List Toolkit: A step-by-step user manual and good practice guide to using the Resource List Management System and for creating Resource Lists. This is hosted on the [Library and Learning Services SULIS page](#).

3. Policy

This policy should be adopted by all Schools and applies to all module-level Resource Lists at Undergraduate and Taught Postgraduate level. This policy is also applicable to those courses at Partner Institutions where students have access to the Bath Spa University digital library.

1. **Aims**

   Resource Lists are an essential part of every module. Bath Spa University has purchased a Resource List Management System to provide an efficient, easy way for academics to compile and publish Resource Lists for students whilst simultaneously making Library colleagues aware of any changes to lists. The system allows staff to assemble all types of resources to create a flexible and interactive list that allows students to access all course materials through a single interface. This policy has been developed in conjunction with the deployment of the Resource List Management System with the following aims:

   1.1   To enable academics to quickly and easily create online Resource Lists

   1.2   To ensure all students have ready access to listed resources at point of need

1.3 To ensure that purchasing and provision of resources is cost effective and with a sustainable, accessible licensing model to meet student demand

1.4 To make Library resource acquisition workflows more efficient

1.5 To ensure a positive student experience in relation to learning resources

1.6 To ensure that lists contain a wide variety of resources from diverse and inclusive perspectives

2. Standardised Headings and Definitions

2.1 **Recommended for student purchase**

These are defined as resources where students are recommended to purchase their own copy for pedagogical reasons (e.g. a novel for an English Literature module)

2.1.1 There is no maximum number of resources that can be listed in this category, as it is discipline dependent. Due regard to inclusivity must be taken and as such, costs must not be prohibitive

2.1.2 Associated costs must be clearly detailed for these items so as to be as transparent as possible for all students studying, or wishing to study, modules. Costs should be listed at 'recommended retail price' as any discounts cannot be guaranteed in perpetuity

2.2 **Key**

These are defined as resources that are essential for all students on a course in order to appreciate and understand the subject area. It is expected that students will use these resources to achieve the learning outcomes detailed in the module descriptor. (e.g. a textbook that covers all aspects of the module content)

2.2.1 As a guideline a maximum of 5 distinct items should be listed in this category

2.2.2 Items listed in this category must be available in a sustainable digital format (e.g. an Ebook with Unlimited / Credit access model, a key chapter digitised from a textbook or an e-journal / digitised journal article)

2.2.2.1 Digitised extracts can only be created under the terms of the University's CLA Copyright Licence, which places restrictions on what can be copied, the amounts that can be copied, and the avoidance of 'textbook substitution'[1]

2.2.3 Print copies are purchased only as supplementary to digital copies, or

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[1] Partner institutions teaching BSU registered students will need to hold their own CLA licences and source material if they wish to provide this service.

to enable digitisation of key chapters/sections where no suitable ebook is available

2.2.4 Only Key resources will be listed on module descriptors in Definitive Programme Documents

2.3 **Further**

These are defined as resources that will help to broaden and deepen a student's appreciation and understanding of their subject area and practice (e.g. a pertinent title on a single topic that is not considered key to the delivery of a module)

2.3.1 Items listed in this category will be purchased in a sustainable digital format if possible (for example, an Ebook with Unlimited / Credit access model, a key chapter digitised of a textbook or an e-journal / digitised journal article)

2.3.2 Single print copies will be purchased to enable digitisation of key chapters/sections where no suitable ebook available

2.3.3 It is expected that students will only use a selection of these resources

2.4 **Supplemental weekly or topic lists**

For those modules which require them, supplemental weekly or topic lists can be included (e.g. specific journal articles or chapters / sections from texts)

2.4.1 These will generally consist of extracts or specific readings identified from resources in Key and Further lists (e.g. a digital/digitised journal article or a chapter/section from a book - not a full book)

2.4.2 Additional specific readings may be added from current Library resources. Generally, extra resources will not be purchased by the Library for items listed solely in this section

3. 'Digital First' Strategy

In line with the 'Digital First' strategy of Library and Learning Services, wherever possible resources listed will be made available in a sustainable digital format. This maximises access to Library Resources and ensures a parity of access for all students at point of need whilst improving the student experience of learning resources across Bath Spa University.

3.1 All resources listed as Key must be available in a sustainable digital format (see appendix 1 listing access and licence models), either:

3.1.1 Purchased digitally and made available via the Library

3.1.2 Key chapters and articles (within copyright) scanned and made

available under the terms of the University's CLA scanning licence using the Library's 'Scan and Share' service.

4. Responsibilities

4.1   Academic Staff will:

4.1.1   Have training on use of the University's Resource List Management System from Library and Learning Services staff (for new staff this will form a standard part of their induction)

4.1.2   Consult the Resource List Toolkit (see Appendix 2) for good practice guidance on the construction of Resource Lists

4.1.3   Ensure listed resources are available in an accessible format

4.1.4   Ensure listed resources are from a diverse and inclusive background to reflect the University's decolonisation initiative

4.1.5   Submit Resource Lists via the Resource List Management System to meet agreed deadlines outlined in the Toolkit

4.1.6   Liaise with their Subject Librarian regarding any resources that do not meet the criteria listed in section 2 of this policy

4.1.7   Update module descriptors in Definitive Programme Documents at the next possible opportunity to ensure only 'Key' resources are listed (i.e. When the module goes through a minor modification - this change itself is not considered a modification - or when the programme goes through the QER process)

4.1.8   Review Resource Lists annually to ensure they are up to date and reflect the taught content of the course

4.2   Library and Learning Services staff will:

4.2.1   Provide training and support for academic colleagues in the creation and editing of Resource Lists

4.2.2   Review all submitted lists and check availability of the resources before they are published to students

4.2.3   Aim to provide access to any new resources listed, in the most appropriate digital format available

4.2.4   Aim to purchase access to any new resources listed within the parameters of budgets set by the University

5. Implementation performance indicators

5.1   Implementation performance indicators

5.1.1   Compliance with this policy will be mandatory. Every Resource List created within the University must adhere to this policy

5.1.1.1   At the end of the first year of implementation (academic year 2021/22) the target is to have 75% of existing Resource Lists compliant with this policy

              5.1.1.2 At the end of the second year of implementation (academic year 2022/23) the target is to have as close to 100% as possible of existing Resource Lists compliant with this policy

5.2   Review milestones

    5.2.1   The effectiveness of the Resource List Policy will be monitored and evaluated on an annual basis by Library and Learning Services

    5.2.2   This policy will be reviewed in full every five years

    5.2.3   Academic staff will review all Resource Lists prior to the commencement of modules in line with guidance set out in the Resource List Toolkit

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Appendix 1 - [Ebook Access and Licence Models](#) (to be made available via SULIS)

Appendix 2 - Resource List Toolkit (to follow & to be made available via SULIS)