

# Reading List Policy

## 1. Introduction

Swansea University Libraries is committed to working with academics to identify and provide resources which support teaching and learning. The purpose of this Policy is to set out guidelines and responsibilities in the creation, provision, and maintenance of Reading Lists.

Reading Lists are an essential resource in module design, giving students a clear guide to relevant material which will support their learning. Reading Lists are to include essential resources which are core to the learning objectives of the module and identified recommended resources to encourage further exploration and deeper knowledge of a subject. The University recognises the importance of reading lists, as set out in the [Learning and Teaching Strategy 2019-24](#), and requires reading list coverage for undergraduate and postgraduate taught modules.

## 2. iFindReading

Swansea University Libraries uses [iFindReading](#) as its software to create and maintain all reading lists. The iFindReading Lists are automatically made available in the University's VLE (Canvas) and can be viewed by students as they join the course. iFindReading List provides academics with the ability to identify essential and recommended reading or resources. Academics have access to analytics that can help them understand how their reading lists resources are being used.

iFindReading Lists are used by the Library to identify resources required for the library collection. Academics can recommend purchase of items not currently available in the Library by adding resource details to Reading Lists, tagged either as Essential or Recommended. The Library will purchase e-versions of resources as a default. The level of access is based on student numbers.

## 3. Roles and Responsibilities

### 3.1 Role of the Module or Programme Co-ordinator

- Ensure reading lists for modules or programmes are available and updated in iFindReading
- Review reading lists to ensure inclusion of [diverse and inclusive resources](#)
- Indicate Essential and Recommended reading with an appropriate Tag within iFindReading
- Meet deadlines of Reading List submission set forth in Policy (Section 4)
- Use the "[Digitisation request](#)" option in iFindReading to request digitisation of book chapters, extracts, and journal articles when these are not available electronically.
- To comply with the terms of the University CLA Licence, the University Digital Acceptable Use policy and to abide by UK copyright law. For more information, please refer to our Library Guide "[My Copyright Responsibilities](#)".

### 3.2 Role of the Library

- Engage with academics to encourage creation of reading lists using iFindReading, including provision of training and support for the use of the software.
- Identify the best way to provide access to reading material by engaging with approved suppliers and publishers
- Review tagged Essential and Recommended items from lists to prioritise acquisition of resources.

- Provide copyright compliant copies where digitisation is requested. Where digitisation is not possible to suggest alternative options.
- Monitor and review data analytics to assist in collection management
- Actively engage with reading list software provider regarding enhancements of iFindReading to improve reading list experience for academics and students.

#### 4. Deadlines for Reading Lists submission

Reading Lists can be created or updated throughout the year. Items not owned by the Library should be added to iFindReading at least 10 weeks before the resource is required. This allows time for resources to be purchased and made available with appropriate licenses for e-content. The Library will seek to obtain the resources added after this deadline; however, it is not guaranteed to be available to students during time required.

#### 5. Review of Policy

The Policy will be reviewed by the Swansea University Libraries' Reading List Group annually. Feedback from academics and students will be considered in any amendments.

Supportive resources

[Content Development and Management Policy](#)

[IFind Reading Library Guide](#)

[Swansea University Learning and Teaching Strategy 2019-24](#)