

## **Effective Reading Lists: Guidelines for Course Convenors, Teaching and Administrative Staff**

The Social Science Library is pleased to support more than 45 taught degree programmes and over 250 individual courses, modules and options. Working from reading lists supplied, library staff check the existing resources (print and electronic) and ensure that additional resources are made available and with sufficient copies/access for the number of students enrolled on that course.

### **How can Course Convenors, Teaching and Administrative staff help the Library to support taught courses?**

- 1) Make reading lists available to the library in good time:** The library needs at least 6 weeks to process reading lists and ensure, where possible, that items are available to meet demand. We cannot guarantee that reading list items will be available for the start of a course if lists are received later than this.
  
- 2) Present reading lists in a format which will accelerate the library processes:**
  - a. Provide the precise name of the course (and previous name, if applicable), the name of the degree course, and the number of students enrolled.
  - b. If your department is not using [ORLO \[Oxford Reading Lists Online\]](#), provide lists in Word format. If minimal changes have been made since the preceding year please highlight new items.
  - c. Clarify when each item is to be read, e.g. term and week.
  - d. Distinguish essential (core) reading from further (optional) reading.
  
- 3) Specify a chapter, if students are required to read one chapter of a book.** The library can scan and upload single chapters to ORLO reading lists; see <https://libguides.bodleian.ox.ac.uk/ORLO/digitisations>. Note that for copyright reasons, only one chapter per book per course can be scanned.
  
- 4) Cite the latest edition of a text,** or alert the library to the reason for recommending an older edition. The Library would normally purchase the newest available edition of all works.

## **Frequently Asked Questions:**

### **Everything can be made available online, right?**

Not right. There are a number of reasons why some titles are not available to purchase as ebooks. Sometimes they are not available for institutional access, sometimes they are prohibitively expensive. For more information see the 'Why are some books not available electronically?' box at <https://libguides.bodleian.ox.ac.uk/e-books/findingebooks>.

### **How many copies of a book are 'adequate'?**

As a minimum the Library usually provides an ebook (if a multi-user licence is available) OR two print copies (one 'Library Use Only' and one lending) for every core text cited on a supported reading list. Additional lending copies of essential texts are purchased at a ratio of 1 copy for every 10 students taking the course. The Library maximises usage in the following ways:

- Ebooks are purchased if a multi-user licence is available;
- Scanned copies of book chapters can be added to ORLO reading lists;
- Some copies are designated 'Short Loan' to enable more than one student to access the same book within a week;
- Additional copies are purchased to respond to high demand, as recorded by the library management system.

### **How long does it take for books and other resources to arrive?**

- Ebooks can take 1-2 weeks to arrive, if a multi-user licence is available through one of our established suppliers;
- Print textbooks and monographs usually take 4-6 weeks to arrive after the order has been placed;
- Journal subscriptions can take up to three months to activate.

### **Why doesn't the Library just order direct from Amazon?**

The Library purchases urgent print books from Amazon. However, it is much more cost effective and beneficial to use the preferred suppliers. These suppliers provide a discount and include delivery in the cost price. Books are also supplied 'shelf-ready' (laminated, stamped, labelled, barcoded), and orders can be placed and invoiced in batches.

The Library cannot purchase ebooks from Amazon, because these are licenced for individual users only.