

## ORLO and the Social Science Library: Department and Library Responsibilities

This document outlines how the Social Science Library [SSL] can support departments who provide their reading lists on [ORLO](#). It applies to departments and degree courses that are already supported by the SSL. These are currently:

| Department   | Degree courses in scope  | Subject Consultant |
|--|--|--------------------|
| African Studies Centre   | MSc in African Studies (all)   | Sarah Rhodes       |
| School of Anthropology and Museum Ethnography (SAME)   | BA Archaeology & Anthropology (Anthropology only), MSc/MPhil courses (most)  | Helen Worrell      |
| Blavatnik School of Government   | Masters in Public Policy (all)   | Andy Kernot        |
| Centre for Criminology   | MSc Criminology and Criminal Justice (all)   | Elizabeth Wells    |
| School of Geography and the Environment (SoGE)   | MSc/MPhil courses (all)  | Andy Kernot        |
| Oxford Dept of International Development (ODID)  | MPhil Development Studies (all), MSc Global Governance and Diplomacy (all), MSc Economics for Development (all), MSc Migration Studies (all), MSc Refugee and Forced Migration Studies (all) | Sarah Rhodes       |
| Oxford Internet Institute (OII) - OII Library provides print books, SSL provides ebooks and scans. | MSc Social Science of the Internet (all), MSc Social Data Science (all)  | Andy Kernot        |
| Dept of Politics and International Relations (DPIR)  | PPE courses (some), MSc/MPhil courses (some)   | Jo Gardner         |
| Russian and East European Studies (REES)   | MSc/MPhil courses (all)  | Eleanor Peers      |
| Dept of Sociology and Intervention (DSPI)  | MSc/MPhil courses (most)   | Andy Kernot        |
| Dept of Sociology  | MPhil Sociology and Demography (some)  | John Southall      |

### The Department will:

- Update and publish reading lists on ORLO
  - Aim to publish at least 6 weeks before the course starts
  - Indicate which readings are essential (core), as this will influence how many additional copies of print books and/or ebooks the SSL will purchase.
  - Provide student numbers for each course, as this will influence how many additional copies of print books and/or ebooks the SSL will purchase.
  - Avoid sending a duplicate pdf/word version of a reading list to the SSL.

- Make the reading lists available to students, e.g. by embedding the reading list fixed URLs in the relevant Canvas sites.

### The SSL will:

- Review each published reading list for print and eresource availability:
  - Purchase ebooks and/or print books if available and affordable
  - Fulfil digitisation (scan) requests where possible
  - Provide feedback on requests that cannot be fulfilled.
- Respond to requests for additional books and scans for ORLO reading lists:
  - Department needs to update and re-publish the relevant reading lists on ORLO.

### FAQs

[Further information is available at <https://libguides.bodleian.ox.ac.uk/ORLO>]

- **Why are departments asked to publish reading lists at least 6 weeks before the course starts?**
- The SSL supports over 45 degree courses. Each reading list requires, on average, 12 hours of staff time and orders for new books take 4-6 weeks to arrive from our suppliers because they make the books 'library-ready'. Each reading list is assigned a unique order number when it arrives, and it will be reviewed in that order. The SSL cannot guarantee that new resources will be available for reading lists that arrive later than 6 weeks before the course starts.
- **The department has a pdf/word version of a reading list, but not the ORLO version. Can I send this to the SSL instead of the ORLO version?**
- Yes, although note that SSL staff will ask for further information about the ORLO publication date before assigning it to the review queue.
- **How will we train a new member of staff who will update our reading lists on ORLO?**
- Contact your [Subject Consultant](#) for training and access.

Jo Gardner, Bodleian Social Science Librarian  
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