

ORLO and the Social Science Library: Department and Library Responsibilities

This document outlines how the Social Science Library [SSL] can support departments [course conveners and administrators] who have agreed with the SSL to provide their reading lists on the University Reading Lists System, ORLO. It applies to departments and degree courses that are supported by the SSL. These are currently:

Department	Degree courses in scope	Subject Consultant
African Studies Centre	MSc in African Studies (some)	Sarah Rhodes
Blavatnik School of Government	Masters in Public Policy (all)	Andy Kernot
Centre for Criminology	MSc Criminology and Criminal Justice (all)	Elizabeth Wells
Oxford Dept of International Development (ODID)	MPhil Development Studies (core reading lists only), 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 Sociology	MPhil Sociology and Demography (some)	John Southall
School of Geography and the Environment (SoGE)	MSc/MPhil in Biodiversity, Conservation and Management (all), MSc/MPhil in Environmental Change and Management (all), MSc/MPhil in Nature, Society and Environmental Governance (all), MSc/MPhil in Water Science, Policy and Management (all)	Andy Kernot

The Department will:

- Inform the SSL which reading lists will be published on ORLO:
 - Aim to provide this information (not the actual reading lists) at least 12 weeks before the course starts.
 - The Bodleian Libraries Data Entry Team can create draft reading lists on ORLO. To use this service, contact your Subject Librarian at least 12 weeks before the course starts.
- 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 reading lists available to students, e.g. by embedding the reading list fixed URLs in the relevant degree course WebLearn or Canvas sites.

The SSL will:

- Review each 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 the relevant reading list on ORLO and re-publish, if they want the books and scans to appear on that reading list.

FAQs for Departments

[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 cannot guarantee that new resources will be available for reading lists that arrive later than 6 weeks before the course starts. The SSL supports over 40 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 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 an order number, and if the SSL already has other ORLO reading lists to review these will take priority over this one.
- **How will we train a new member of staff who will provide or support reading lists on ORLO?**
- Contact your Subject Librarian for training and access for ORLO.