



Resource List Policy: BA (Hons) Theology

Gamble Library Policy

Introduction

This policy aims to ensure that undergraduate students can access the correct learning resources in a timely and consistent manner. It sets out the responsibilities of different staff linked to the resource list. It also requires academic staff to provide guidance within lists on the relative importance of individual resources. Students should have consistent reading lists across modules which should not be excessively or unnecessarily long. Resource lists should be prepared in sufficient time to allow items to be made available in the Gamble Library's physical and electronic collections. All items on resource lists should be available in the Gamble Library's collection with appropriate access arrangements for the number of enrolled students.

1. Aims

This Resource List Policy aims to:

- Ensure that all Union Theological College undergraduate students have ready access to essential learning resources and are clearly aware of which resources are recommended for every module on which they are registered
- Ensure that purchasing and provision of resources is cost-effective and that resources are available in the right format, at the right time, and in sufficient numbers to meet the learning and teaching objectives of the programme of study
- To ensure that self-directed study is a positive experience for students and that they have the necessary resources to successfully complete the programme of study
- To ensure compliance with Copyright law generally, and related licensing agreements, such as the Copyright Licensing Agency's Higher Education Licence
- To clearly outline the roles and responsibilities of Library staff, Programme Coordinator/Module Convenors regarding the use of resource lists as teaching tools.

2. Scope and definitions

A 'resource list' (previously known as the 'reading list') is the main list of learning resources (i.e. mostly books) students should use during self-directed study to help them achieve the learning outcomes of a module. It should be used to complement in-person teaching sessions, online learning, weekly readings, assignments and other learning tools. As a general rule, every module of study should be supported by a clearly defined resource list. Union Theological College should provide convenient access to all resources on resource lists for students through its Library.

In the context of this policy, 'resource list' should be taken to mean the actual list circulated to students registered on each module rather than any provisional list included in validation documents or similar.

The policy applies to resource lists at module level and outlines resources for students on that module, including core and further resources in a range of formats.



3. Staff responsibilities

The Module Convenors and Library staff must work in close collaboration in the planning and development of resource requirements for both new and existing modules. Staff responsibilities fall as follows:

- **The Module Convenors** are responsible for implementing the Resource List Policy and ensuring the requirements of this policy are adhered to.
- **The Module Convenors** are responsible for creating, editing and updating the definitive resource list for each module and making this available in a timely manner to the Librarian. They do this based on their desired learning outcomes for each module, their disciplinary expertise and their awareness of current literature and resources in their disciplines. Module Convenors have a responsibility to ensure that the resource lists provided to students reflect current scholarship.
- **The Librarian** is responsible for acting as the Library's primary contact with Module Convenors regarding resource lists.
- **The Librarian** is responsible for systematically reviewing resource lists and making purchasing decisions for Library resources based on the guidelines in this policy and the Library's Collection Management Policy (see 5). The Librarian is responsible for managing the Library budget for resource list provision, ensuring access to resources for students and overseeing the databases and specialist systems involved.
- **The Departments** will approve resources lists in the final module paperwork, and the **Programme Co-ordinator** will have oversight of all module paperwork prior to the beginning of each semester to ensure consistency across the programme.

4. Format and distribution of resource lists

To ensure a consistent and high-quality experience for students, it is desirable for all resource lists used for undergraduate modules within Union Theological College to follow a standardised format. This standardised approach minimises confusion regarding the expectations of students and their access to learning resources. The following guidelines should be followed by academic staff when constructing resource lists:

4.1 Length of lists and relative importance of items

Generally, resource lists should be kept as concise as possible for the level of study, i.e. undergraduate, BA (Hons) Theology. This is to ensure students can make effective use of the resources and also to ensure the College can provide the resources to students in a financially sustainable manner.

Undergraduate resource lists should not normally include more than 30 unique books per module. Longer lists may be appropriate for Masters-level resource lists. However academic staff must bear in mind the financial and resourcing implications for the Library of excessively long book lists.

Each resource list item could be classified into one of the following importance categories (essential and background as a minimum):

- **'Recommended for Purchase'** - Resources (normally textbooks) which will be used continuously throughout the module teaching period, and which students are strongly encouraged to purchase for guaranteed access.



An e-book version should be purchased by the library wherever available. A print copy should be available on short loan, i.e. for 2 days. One print copy purchased per 15 students.

- **'Essential'** - Resources which must be read by students to ensure understanding of the topic at hand. These should be limited to around 3-4 items per resource list. An e-book version should be purchased by the library wherever available. A print copy should be available on short loan, i.e. for 2 days. One print copy purchased per 20 students. Scans of extracts from a book wherever possible under copyright law.
- **'Recommended'** - Resources that students are strongly recommended to read in order to ensure complete understanding of the topic. Medium priority. An e-book version should be purchased where available and funds permit. A print copy should be available on 7-day loan. Scans of extracts from a book should be used wherever possible under copyright law.
- **'Background'** - Resources that will assist the student in building comprehensive background knowledge of the topic and maximising their attainment. Low priority. The student does not necessarily have to read every resource listed to gain knowledge of the subject area. At least one print or e-book copy should be purchased per module. A print copy should be available on standard loan (4 weeks).

4.2 Types of resource suitable for resource lists

Items on resource lists can be in a wide variety of formats and are not limited to traditional printed books or e-books referred to above. All resource list items should be carefully chosen to be suitable for the level of the module, as well as the mode of study. Common resource formats suitable for resource list use include:

- Printed books and e-books
- Scanned extracts from books or journals
- E-journal articles
- Whole journals and other periodicals (background resource)
- Online reports and official publications (either within Library databases or on open access)
- Websites and webpages
- Online video content
- Other digital learning objects.

For books, the latest edition of any given text should be specified unless there is a specific pedagogical reason to recommend an older edition. This is to ensure that students are always directed to the most current research and information. The Librarian will automatically purchase the latest editions of books on resource lists unless the academic gives a specific reason for doing otherwise.

Academic staff should contact the Librarian to check the availability of titles as e-books or with other electronic resource queries. To check whether a book or journal can be scanned, contact the Librarian or search for the ISBN on the [CLA Check Permissions Tool](#). ('Higher Education' is the Licence Type).

4.3 Subsections within resource lists

Resource lists may be broken down into logical subsections to improve their usability for students. The types of subheadings used within lists will vary depending on discipline and preference of the academic staff teaching on the programme/module. Common subsections may include:

- Topics within the overall module remit
- Weekly readings
- Assignment topics
- Resource format (e.g. books, journal articles, websites, videos etc).



Under these subsections items should still be categorised into 'essential,' 'background' etc. as given under 4.1.

4.4 Location of resource lists and amendments

The resource list for each module should be shared on the module shell of the VLE so that students can access the list easily. This list will potentially include: details of hardcopy books and journals available in the Gamble Library, hyperlinked e-books, journal articles, scanned sections from books and/or journals, as well as links to online materials. Hardcopy book details are available through the [Library's online catalogue](#). Details of hardcopy journal holdings should be checked with Library staff. Permalinks to e-books and e-journal articles are available through EBSCOhost/ATLA or on request from the Librarian. The Librarian will provide hyperlinks to scanned materials held on the Digital Content Store. The Librarian will be the main person responsible for populating the VLE with resource lists. The Librarian will have access to all resource lists on the VLE to check the accuracy of content.

The Gamble Library's [online catalogue](#) will give access to resource lists under its 'News and information' section. Books, E-books and catalogued websites, including open access journals, will be listed on the online catalogue resource lists. Since the online catalogue can be viewed by any member of the public, full details of online resources, including scans and certain electronic resources, cannot be listed.

Minor amendments to resource lists may be made at any time during the academic year, but significant changes or additions must be made well in advance of each semester. To avoid confusion additional resources and amendments should be listed on the main resource list in the VLE and not within individual sections of the VLE.

4.5 Description of items on resource lists

Accuracy is crucial when compiling the resource list. Academics need to provide accurate and detailed information regarding the resources they need so that the Librarian can purchase these etc. The completed lists must be correct so students can locate resources.

Explanatory notes may be added to the VLE by academics giving a brief summary of why an item has been recommended, as well as providing further detail on what aspects of the resource the student should focus their attention on.

4.6 Resourcing new modules and programmes

Where new modules are created that require many new Library resources, resources marked as 'Essential' or 'Recommended' will be prioritised for purchase. 'Background' items will be purchased as soon as possible thereafter.

5. Budgetary arrangements for resource lists

Resource lists are provided within the constraints of the Gamble Library's annual budget. In some situations, there may not be sufficient funds to purchase specific items or a particular format of an item. In this scenario, the Librarian will discuss the situation with academic staff and agree a compromise in the best interest of students.



6. Deadlines for confirmation of resource lists

To ensure sufficient time for new Library resources to be purchased, processed and catalogued etc., all resource lists must be given to the Librarian four weeks before the beginning of the semester or as soon as possible after this. Draft versions of resource lists may be shared with the Librarian on the understanding that amendments may be necessary. Any necessary amendments will be shared with the Librarian as soon as possible so the corrected resource list may be made available to students in a timely manner. Resource lists will be processed by Library staff in the order received.

7. Policy review and enforcement

The effectiveness of the Resource List Policy will be monitored and evaluated through feedback to the Education Committee and/or Faculty.