



Resource List Policy (Undergraduate and Postgraduate Taught)

Introduction

This policy aims to ensure that taught undergraduate and postgraduate students can access the correct learning resources in a timely and consistent manner.

1. Aims

This Resource List Policy aims to:

- ensure that all Union Theological College 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;
- 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;
- ensure compliance with Copyright law generally, and related licensing agreements, such as the Copyright Licensing Agency's Higher Education Licence;
- clearly outline the roles and responsibilities of Library staff, Programme Coordinator/Module Coordinators regarding the use of resource lists as teaching tools.

2. Scope and definitions

A resource list is the main list of learning resources students may use to achieve the learning outcomes of a module. As a general rule, every module of study should be supported by a clearly defined resource list.

In the context of this policy, 'resource list' should be taken to mean the list on a module outline, available through the VLE, and 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 recommended resources in a range of formats.



3. Staff responsibilities

The Module Coordinators and Library staff work in close collaboration in the planning and development of resource requirements for both new and existing modules:

- **The Module Coordinators** are responsible for creating, editing, and updating the resource list for each module, and making this available in a timely manner to the Librarian.
- **The Librarian** is the Library's primary contact with Module Coordinators 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. This includes posting resource lists and associated hyperlinks on the VLE.
- **The Faculty** will approve all resource lists before each semester.

4. Format and distribution of resource lists

As far as possible, resource lists should conform to the following:

4.1 Length of lists and relative importance of items

In general, modules will have two categories of resources in the module outline:

4.1.1 Core resources

These resources are foundational to module learning and for understanding the topic at hand, for example, a key primary text or language textbook. This list of core resources should be brief, and will be hyperlinked from the VLE if an e-book exists. At undergraduate level, this list should be limited to around 3-4 items.

4.1.2 Recommended resources

These are resources that will enable the student to acquire the knowledge set out in the module learning outcomes.

Core and Recommended resources lists should be kept as concise as possible for the level of study. Undergraduate resource lists should not normally include more than 30 unique books per module. Postgraduate resource lists (for a 20 CATS module) should not normally have more than 70 unique items. 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.

4.1.3 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. For example, in some modules with optional assessment elements, resources may be listed for individual assessment elements. Common subsections may include:

Topics within the overall module remit

Weekly readings

Assignment topics

Resource format (e.g., books, journal articles, websites, videos).

4.2 Postgraduate Taught wider resources

These resources are not listed on the module outline but should be listed in a separate section of the VLE. Unless a scanned chapter of a book, links will not be provided for these resources. Student will be expected to locate the resources in the library, via electronic databases, or independently elsewhere. These resources are essentially a curated list of library and other resources to help students with independent learning. Module Coordinators may annotate this wider resource list.

4.3 Location of resource lists

The resource list for each module should be shared on the module shell of the VLE. Lists will also be shared on module outlines.

The Gamble Library's online catalogue will give access to resource lists for residential courses under its 'Focus feed' 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. 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.

4.4 Description of items on resource lists

Resource lists should include complete bibliographical or other relevant information (such as a URL).

4.5 Accessibility

When developing and reviewing resource lists, consideration should be given to the needs of blind and print disabled students, if applicable and possible. Efforts will be made by Library staff to obtain accessible copies of core resources. Details of accessibility features in our e-resources will be shared with students officially recognised at the start of the semester as having particular needs.



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

The date for submission of resource list to the Library will be agreed by Faculty and included in the UTC Academic Administration Timetable.

7. Policy review

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