UNIVERSITY of BRADFORD Library

Updating your reading list

The Talis reading list system is designed for you to add items and edit lists whenever required. At least eight weeks before each module starts check your list. Is your answer…

A. Yes.
B. I need to make some minor changes now.
C. I need to contact *my subject librarian* for help and advice.

Check		A	B	C
ESSENTIAL EDITS				
Are **ALL** the sources you expect the students to read for the module included in the list?	Your list tells us what needs to be bought or kept.			
Is there a **maximum** of four **Core *books*** on the list? (maximum 30 **Recommended**).	**Core** maximises student access to these books, so needs much more of our budget.			
Do all sources have an **importance** (**Core** - **Recommended** - **Further Reading**) set?	We cannot buy the right number of books without this information.			
Have you published your list since you last made changes?	Click on **Publish** so that we check your list and buy books you want.			
Ensuring access to current and online sources				
Is the **View Online** button present for all the online sources in your list?	This facilitates access to online sources for all students. *Help*.			
Are links to free web sources still working?	If a link is dead, is the source useful?			
Did you link to the catalogue, or via Summon?	Link to our books and journal subscriptions.			
Do your sources reflect the latest research, or recent changes in the subject or profession? Have sources in your list been superseded by later research and writing?	Most books on current topics should be less than 10 years old. Check the *Library catalogue* and *Amazon.co.uk* for new editions of your Core books.			
Optimise student reading				
Have you checked what students are reading? How much of your long list (100+ sources) have they read?	Click on **View** > **Analytics.** Maybe remove unread sources, use sections, add context with notes?			
Have you considered decolonisation?	***Decolonisation Resources Toolkits*** in Talis.			

Need more help? Consult our *FAQs* and *guidance*.

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