



University of Bradford Library Policy for purchasing reading list books

Details taken from paper presented at University of Bradford Learning and Teaching Committee, September 25 2019.

Why is the Library introducing a reading list book purchasing policy?

The reading list purchasing policy aims to facilitate better informed purchasing decisions and provide timely provision of reading list resources in sufficient quantities and in the most accessible and cost-effective format. This aims to provide best value for money and increase student satisfaction with access to their reading list resources.

It proposes the introduction of four categories to describe reading list items. Research indicates that consistent categorization of resources helps guide students avoiding a potential mismatch between student and staff expectations when they used and saw specific items on a reading list such as “indicative” and “core.” (Siddall 2016, p442). The categories align to purchasing rules.

Multiple copies of reading list books will be acquired using a formula based on the number of students on the module and the category of the book – Core, Recommended, Further reading or Student Purchase as set out in the Reading List Purchasing Policy table and guidelines in this paper. The Library will monitor budget spend and resource usage and increase provision based on demand whenever possible.

What do module leaders need to do?

To speed up library purchasing and provide clear guidance to students, Module leaders are asked to use the Set importance option in their online reading list to indicate whether items are Core or Student Purchase or Recommended or Further Reading. If a reading list does not specify any of these categories below, it will be returned to the Module leader for further clarification and will therefore be subject to delay.

Requesting items on a reading list – add the item to the module online reading list and send it to the Library for review and purchase. Requesting items NOT on a reading list – email your Subject Librarian <https://www.brad.ac.uk/library/subject-support/>

Reading List Purchasing Policy table and guidelines

Reading list categories	Purchasing formula
<p>CORE</p> <p>All students should read this text, which should convey core ideas and knowledge needed for the module, providing a starting point for student reading and understanding.</p>	<p>eBook available* buy 1 eBook and 1 print copy (1 week loan) per 10 students. Max 30 print copies.</p> <p>No eBook available** buy 1 print copy (1 week loan) per 5 students. Max 40 print copies.</p>
<p>STUDENT PURCHASE</p> <p>Books which students would be expected to buy themselves. Usually a CORE text that all students should be reading from regularly. Students should not be required to purchase an unreasonable number of books and books recommended for purchase should be priced at an affordable level for students.</p>	<p>Library to purchase as for CORE category.</p>
<p>RECOMMENDED</p> <p>Students should read this/these texts (in addition to any core reading) in order to gain a better understanding for a seminar or essay.</p>	<p>eBook available* buy 1 eBook PDA+ purchasing model*** and 1 print copy (1 week loan) per 40 students. Max 2 print copies.</p> <p>No eBook available** buy 1 print copy (1 week loan) per 20 students. Max 4 print copies.</p>
<p>FURTHER READING</p> <p>Additional useful reading to provide foundation or background reading, or to help expand knowledge of a subject.</p>	<p>If not in stock, wherever possible items will be made available through PDA+ purchasing models.*** If not available through this model, 1 print copy (1 week loan) will be purchased.</p>

* May be adjusted if the eBook license is not unlimited access. ** Or single user license only which restricts access. *** PDA+ purchasing model – cost efficient approach to purchasing where titles are acquired if usage is sufficient to generate a purchase. The following factors and adjustments will also be taken into consideration.

Issue	Adjustment
Out of print material / old material	If not already stocked by the Library in sufficient quantities, out of print materials will not be sourced as this tends to be very time

	consuming and often very costly. Subject librarians will liaise with the module leader about any out of print books and books that are older than 10 years.
Digitised readings	The Library will digitise print only journal articles or book chapters wherever possible within the Copyright Licensing Agency's (CLA) guidelines.
Long lists (30+ books on list OR 4+ CORE or STUDENT PURCHASE titles)	Depending on the size of the list and cost of the resources, material may be purchased in smaller quantities than the standard purchasing guidelines. In this case, Subject Librarians will liaise with the module leader.
Price	To derive maximum value from the reading list budget the Library will apply nominal price caps: on a single copy: £150/print title; on all copies of the title: £500 print/£300 for core text eBooks ; or £200 for recommended or further reading eBooks . Items costing in excess of this will require further discussion with the relevant Subject Librarian.
Team based learning reading lists	If the reading list is supporting team based learning, then it should only contain eBooks with unlimited access licenses. Digitised readings can also be used, see above. Subject librarians can advise on availability of suitable material.
New editions	The Library will actively source and purchase new editions of core titles on reading lists. If an old edition is required on a reading list, this should be discussed with the relevant Subject Librarian and clearly marked on the reading list.

Reference: Siddall, G. (2016) University academics' perceptions of reading list labels. *New Library World* 117 (7/8), 440-448.