Points to consider when creating reading lists

This list details how library and academic staff can work together to enhance the student learning experience and encourage engagement with module readings with the aim of raising student satisfaction with library resources.

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<th>Points to consider</th>
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| **Terminology used in reading lists** | - be consistent  
- annotate the list with the level of importance (e.g. required, recommended, further reading) and ensure that students are clear what these mean.  
- if you are using abbreviations then include a glossary of what these terms mean if students are new to the discipline | - provide advice on the number of copies to purchase, availability of electronic materials, and loan periods for high demand items |
| **Availability of reading list materials** | - to ensure student expectations are realistic only include items on your reading list which are readily available.  
- do NOT include items which can’t be obtained either because the cost is prohibitive, the item is out of print, has not yet been published or is only available for consultation at another library. | - provide advice on availability of materials and on which materials can be obtained through the CLA scanning service |
| **Guidance to students** | - indicate which items the students are expected to purchase  
- make it clear what is to be read and why | - provide students with information at orientation or in library classes of what to expect from the library |
| **Reviewing your reading list** | - let the library know of any issues relating to readings which have been raised in student feedback  
- include the most recent edition of a text (or ensure students/library are clear why a previous edition is being used). | - help resolve issues relating to availability of material  
- provide you with usage data for short loan materials.  
- provide you with access to the dashboard for your online reading list to show which items your
### Make your reading list available online via the library

- attend a training session designed for staff wanting to create their own online lists
- submit your list to the library by the deadline sent out prior to each semester
- provide a single point of access to reading list items, print copy availability, links to online resources and CLA licence-compliant scans

### Think resources not just reading

- Incorporate different types of material into your list

#### To discuss your reading list further please contact the Academic Liaison Librarian for your school who will be happy to help.

Find out more about the Library’s Reading list service at: [http://libguides.st-andrews.ac.uk/ReadingLists](http://libguides.st-andrews.ac.uk/ReadingLists) or e-mail us your lists at readinglists@st-andrews.ac.uk