Step 5: Online Reading List Layout and Content

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 5: Online Reading List Layout and Content

The information in this guide offers suggestions for Best Practice for Online Reading Lists layout and content.

The University of Derby does not impose any restrictions regarding number of items in a list, or the layout of lists, so this guide instead provides best practice examples for academics to adopt and utilise.

The Best Practice examples focus on creating clear and well arranged lists. This improves the student experience by allowing them access to a variety of useful resources and giving them the skills and confidence to be successful in their studies.

These guidelines also offer best practice for each resource type (see Steps 6 to 14 for how to add these).

Step 5: Online Reading List Layout and Content

Best practice for Online Reading Lists

What to consider #1:

• **Structure lists to guide students’ learning**
  There are four recommended layouts for lists (see examples later in this step). Your area of specialism may work best with weekly reading rather than using key texts and background reading, so consider what is best and most clear for your students.

• **Make lists relevant**
  Identify the core resources to support students’ wider learning rather than listing everything that is available for your subject area.

• **Keep lists current**
  Use the most recent edition of a title where appropriate and include electronic resources where available.

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What to consider #2:

- **Consider the length of the list**
  Students are unlikely to work through lengthy lists and this may be detrimental to their education experience. Additionally maintaining lists with hundreds of items is time-consuming for the academic and Library. However, if you do have to have a long list make sure it is clearly and logically arranged so students know exactly what they are expected to study and for when

- **Include University of Derby E-Resources**
  e.g. eBooks, e-Journals, Copyright Cleared Content. This makes resources accessible 24/7 to students, and can allows for more interactive and engaging Online Reading Lists. Also look at E-Resources available online

- **Create realistic goals**
  If you set weekly reading ensure the workload is realistic and manageable

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What to consider #3:

- **Manage student’s expectation**
  If an item is unobtainable (e.g. out of print) consider if it should be included on the list. If it is still relevant include a note for clarity/justification. Likewise, if you are expecting a student to buy their own copy you need to make this clear.

- **Use innovative technology**
  e.g. Video clips from Box of Broadcasts or YouTube. These resources make lists more interactive and may allow students a more blended experience.

- **Students who need extra help**
  A student with visual impairments may benefit from having eBooks and Copyright Cleared Content which they can have read to them using specialist software. An autistic student may find reading lists overwhelming and be unclear if they are being expected to read everything on it or not.
Step 5: Online Reading List Layout and Content

Best practice for Online Reading Lists

Suggested List Layouts

Your list should be well-laid out and clear for students to follow

Although there are no fixed rules of how to arrange your Online Reading List you may find the following recommended layouts useful. You may need to mix elements from more than one style

The four layouts we recommend are:
1. Identifying core/key/primary texts and add other resources as secondary or further reading
2. Using themes. Very useful for broader subjects
3. Directing students with weekly reading. This may be further expanded with a section of further reading
4. Arrange by format (eg. books / journals / websites / audio visual)
Step 5: Online Reading List Layout and Content

1. Core Reading (you could also name them Primary/Key etc)
Step 5: Online Reading List Layout and Content

2. Themed Reading

![Image of Online Reading List Layout and Content]

Table of contents:
- Star Trek - New Worlds, New Frontiers
- Science Fiction and Star Trek
- Who are we? Cyborgs, Borgs and the Monstrous-Feminism
- The Psychology of Sci Fi
- The adoring audience of Star Trek
- What does it all mean? The Philosophy of Star Trek / Science Fiction

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3. Weekly Reading

Table of contents

- Week One - To Seek Out New Worlds...
- Week Two - The Idyll of Space
- Week Three - Themes Within Science Fiction
- Week Four - Depictions of Humanity in Science Fiction
- Week Five - Cyborgs, Borgs and the Monstrous-Feminine, Oh My!
- Week Six - Generating the Self within Sci-Fi

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Step 5: Online Reading List Layout and Content

4. Format Type – best for UDOL modules
Step 5: Online Reading List Layout and Content

Best practice for each resource type #1

• **Print and eBooks**
  Use books that are already in stock in the Library. Check they are at the correct campus and the most recent edition is on the list. Where available include the eBook too. Contact your Subject Librarian about ordering extra editions and eBooks. The Library cannot guarantee to buy every book and not all are available electronically (see **Step 6: Adding Content from the Library**). As UDOL students are distant learners academics creating their lists may decide to only include eBooks

• **Print Journals and eJournals**
  Use journals that are already available in the Library. Where possible include the eJournal too. Contact your Subject Librarian about journal subscriptions. The Library cannot guarantee to subscribe to every journal and not all are available electronically (see **Step 6: Adding Content from the Library** and **Step 7: Adding eJournals**)

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Best practice for each resource type #2

- **Book chapters and Journal articles**
  You can direct students to specific chapters and articles. You may also wish to include the original source book or journal as a separate entry. Clarify how much students are being expected to read by including page numbers. If it is from a print book we hold in the Library, you can have one chapter, or 10% (whichever is greater) digitised by the Copyright Clearance Unit (see their page on the Online Reading Lists and Copyright Cleared Content LibGuide ([http://libguides.derby.ac.uk/readinglists](http://libguides.derby.ac.uk/readinglists))). See later in this step

- **Adding items not in stock**
  Avoid doing this as it makes your list look incomplete. Contact your Subject Librarian first to arrange purchase of books and journals before adding them to your Online Reading List as this may confuse students. The Library cannot guarantee to buy everything (see **Step 10: Adding items not in stock**).
**Step 5: Online Reading List Layout and Content**

Best practice for each resource type #3

- **Copyright Cleared Content**
  You can have specific chapters and articles made available as a digitisation. If it is from a print book or journal you can have one chapter, or 10% of a book (whichever is greater) digitised by the Copyright Clearance Unit (see their page on the Online Reading Lists LibGuide). They will not digitised from any source we have available electronically, but can obtain articles and chapters from books and journals not in stock in the Library. These will take longer to process and they can advise you on what is available (see **Step 11: Adding Copyright Cleared Content**). Legal restrictions may apply.

- **Other Library Resources**
  Indexes and Databases available from the Library pages can be added to Online Reading Lists. You may need to put detailed instructions of how to access them in the note for students (see **Step 13: Adding other Library Resources**).
Step 5: Online Reading List Layout and Content

Best practice for each resource type #4

- **Library Plus**
  If you find a Full Text version of a chapter or article, or an abstract in Library Plus you can include these in your Online Reading List. You may need to put detailed instructions advising students how to access them (see **Step 14: Adding Library Plus**)

- **Websites**
  When you bookmark from the Internet there is an additional legal aspect to consider – that of **Deep Linking**. This is bookmarking a web page which comes after the home page. There has been some debate about the degree to which this is legally permissible. It is best practice to link to a homepage and then add a note directing where to find the required information. Always check that the link works so students can gain immediate access to it (see **Step 9: Adding Websites**)

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Best practice for each resource type #5

- **Audio visual material from the Library**
  DVDs and music CDs can be added to Online Reading Lists. You can also direct students to particular music tracks using the same procedure as adding chapters and articles (see Step 6: Adding Content from the Library and Step 8: Adding Chapters)

- **Audio visual material from Box of Broadcast and YouTube**
  You can add clips and whole episodes of television programmes, films and radio broadcasts from the Box of Broadcast site. These are all legal to use under the University’s ERA licence. However they are only available in the United Kingdom and Northern Ireland, so may not be available for distance learners in other countries. You can also use YouTube videos but you need to ensure that the person who put the video online owns the copyright for it. It is better to use official YouTube channels (see Step 12: Adding Audio Visual Material (Box of Broadcast & YouTube))
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Best practice for each resource type #6

If you are unsure how to add any other resources contact the Online Reading Lists and they can advise you

If you are concerned about the legality of webpage contact the Copyright Clearance Unit

Advice for UDOL and other distance learners

You may need to change which resources you add if your students are not based in the United Kingdom or Northern Ireland. These students can not access the print books and journals in our Libraries so you need to decide whether to include them on your Online Reading List, or to make the list electronic resources only. Be aware that some online audio visual material in unavailable in other countries too
Step 5: Online Reading List Layout and Content

What am I expected to do? #1

**Academics**
- Ownership of list
- Edit, amend and structure list

**Derby Student**

**Subject Librarians**
- Advice and guidance on appropriate resources
- Edit and amend lists

**Online Reading Lists Team and Copyright Clearance Unit**
- Edit, amend and maintain lists
- Provide training, advocacy and guidance
- Support for use of new technology and content delivery

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What am I expected to do? #2

Academics

• All lists are owned by the Academic. Contact the Online Reading Lists Team to ensure your lists are assigned to you. They can do this as long as you have activated your account and your status is ‘Public’ (see Step 2: Activating your Online Reading Lists Account)

• Either update your own lists or supply the Online Reading Lists Team with up-to-date copies of lists to be edited. If the module has no list or is not running they need to be told this too. Be aware that no guaranteed timescale given for this but there are certain busy times (eg. September and January) so do not leave until the last minute to avoid delays

• Keep the Online Reading Lists Team informed of any changes to teaching staff or to the Online Reading Lists

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What am I expected to do? #3

Online Reading Lists Team

- Offer support and training to Academics who wish to create and edit their own Online Reading Lists

- Edit, amend and maintain Online Reading Lists so that they are as accurate and up-to-date as possible using information supplied by Academics or found in module handbooks on Course Resources

- Link all live lists to Course Resources once the modules become available. This may take slightly longer through August and early September due to the workload involved

- Troubleshoot any problems with eBooks, eJournals and links that need amending

Need help?

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Step 5: Online Reading List Layout and Content

What am I expected to do? #4

Copyright Clearance Unit

- Offer support and guidance to Academics regarding articles and chapters available through the digitisation service
- Ensure all digitisations conform to the University’s Copyright Legislation Agency (CLA) Licence
- Produce high quality scans use Optical Character Recognition software

Subject Librarians

- Offer advice and guidance on appropriate resources and their purchasing
- Review Online Reading Lists and assist in editing, amending and training

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For more information, assistance, or to arrange a demonstration contact:

Online Reading Lists Team: readinglists@derby.ac.uk

Copyright Clearance Unit: copyright@derby.ac.uk

Subject Librarian Team: www.derby.ac.uk/subjectlibrarians