Getting Started

Accessing your reading list 2
Design of your reading list 4
Role of the Library 4
Where to go for help 5
Getting Started

Accessing your reading list

There is a link to the reading list system on the Library’s home page, alternatively you can access the reading list system from the module page within LEARN.

Items listed on the reading list can be seen on the top left hand side of the module page in LEARN.

To access the reading list itself you need to go to the Module Card which is on the left hand side at the bottom of the module page on LEARN, then click on Reading List.

This will take you directly to the specific reading list for this module in the reading list system.

If you access the reading list system from the Library webpages it takes you to the home page for the reading list system and you then need to login and search for the module you are intending to edit.
Once you are logged into the reading list system you have more options, so to find reading lists for which you are the module leader click on the **My Lists** option.

Alternatively you can use the **Search for** option, **Module code** is often the most useful way of locating a reading list.

Finally you can browse and view all modules for a specific department for a specific year, in the example below you can see all first year undergraduate courses offered in Chemistry.

In order to make any changes to a reading list you need to have been assigned editing permissions for it. If you can locate a reading list but cannot edit it please contact Jane Bramley in the Library who arrange this. Similarly if you cannot locate a module on the reading list system please contact Jane who will be able to add it to the system.

The reading list system get feeds from other University systems, such as LEARN and LUSI, so that new modules are automatically added to the system and module leaders are regularly updated to ensure we are as up to date as possible but there are still occasions when the system needs to be manually updated. This is particularly the case just before the start of the academic year when there are a lot of changes being made to courses, modules being offered and which academics will be delivering them.
Design of your reading list

The design of your reading list is entirely up to you and there is a great deal of variation in the lists that we currently have on our system. The Library does not specify what a list should look like but we are happy to help you structure the list in the manner you wish. Some things you may wish to consider:

- Length of list, (i.e. how many items are included)
- Types of material, (for example, books, journal articles, electronic resources, AV material etc.)
- Format of the material, (for example print, electronic)
- Presentation of the list, (for example straight lists of items, ordered chronologically, alphabetically or by importance; or lists separated into topics or week of study).

For some examples of design please see:

- A list of items ordered alphabetically: [https://lorls.lboro.ac.uk/CLUMP2/#210362](https://lorls.lboro.ac.uk/CLUMP2/#210362)
- A reading list ordered by week: [https://lorls.lboro.ac.uk/CLUMP2/#204629](https://lorls.lboro.ac.uk/CLUMP2/#204629)
- A reading list ordered by topic: [https://lorls.lboro.ac.uk/CLUMP2/#157082](https://lorls.lboro.ac.uk/CLUMP2/#157082)
- A reading list ordered by importance: [https://lorls.lboro.ac.uk/CLUMP2/#6697](https://lorls.lboro.ac.uk/CLUMP2/#6697)
- A reading list comprising only of databases: [https://lorls.lboro.ac.uk/CLUMP2/#137272](https://lorls.lboro.ac.uk/CLUMP2/#137272)

Role of the Library

Every time an alteration to a reading list is made the Library is informed. This allows us to check that we have access to the material added and in sufficient quantities. The Library tries to obtain or make available a copy of every item that is added to a reading list and has a policy to purchase electronic in preference to print to make access easier for students. When it is not possible or too expensive to obtain the item electronically then print copies are purchased. The Library takes into account the size of the cohort, if the item is on other reading lists and the importance assigned to the text added when buying print material (i.e. we order more copies of key texts than we do of additional texts).
The Library also regularly updates reading lists: we add urls for ebooks, information relating to how the material can be accessed and links to pdfs if we have obtained an electronic copy of a journal article. If a newer edition of a book on your reading list has been purchased for Library stock we will also update your reading list with this information. The Library will also contact you if there is a problem with anything added to your list or if we cannot obtain an item.

Please note: The Library does try to ensure the reading lists only link to legitimate sources and we do check copyright regulations relating to scanned material made available on reading lists but as numerous people within the University have access to the reading list system and there are over 4,000 reading lists on our system we are unable to check that every entry on every reading list is correct.

**Where to go for help**

The Library is happy to answer any questions you have relating to reading lists. Please feel free to contact Jane Bramley on J.C.Bramley@lboro.ac.uk or telephone 01509 22240 with any queries you have.