



# Resource Lists Framework

*The revised Resource Lists Framework was approved by the Resource Lists Board on 23 March 2026.*

## 1. Purpose and scope of the Framework

### 1.1 The purpose of the Resource Lists Framework is to:

- Outline how the Library uses Resource Lists to ensure a consistent approach to the provision of library resources for teaching.
- Set out how the Library works with Course Organisers and colleagues across the University to ensure students have access to the library materials required for their courses while ensuring that the acquisition and provision of library materials is efficient and cost-effective.
- Ensure compliance with copyright law and the terms of the Copyright Licensing Agency licence in the re-use of materials for teaching.
- Highlight the responsibilities of the Library and Course Organisers in the provision of library resources for teaching.
- Support University strategy and policy including Learning and Teaching Strategy, Board of Studies guidance within Schools and the Accessible and Inclusive Learning Policy.

### 1.2 Scope

The Resource Lists Framework applies to all credit-bearing courses, across all disciplines and in all Schools. Resource provision for non-credit bearing courses offered on the Short Course Platform is not managed using the Resource Lists service.

### 1.3 Resource Lists for all 'suitable' taught courses

The Library aims to provide a Resource List for all suitable taught courses. The Library recognises that Resource Lists may not be suitable for some courses, for example, Research Projects, Fieldwork, Practical skills or Portfolio courses.

## 2. Introduction

The Library manages the provision of teaching materials for all credit-bearing courses through use of the Resource Lists service. Course Organisers are expected to use Resource Lists to request:

1. Purchases of new or additional print books, e-books or e-textbooks;
2. Copyright-compliant digitisations (of chapters and articles);
3. Moves of 'Essential' print copies to Reserve (3 hour loan).

**2.1** Teaching materials may include library materials such as print books, e-books, copyright-compliant digitisations, journal articles, streaming media and DVDs, as well as other licensed and openly available content such as blog posts and audio recordings.

**2.2** The Library provides access to more than 1.3 million print volumes, over 2.3 million e-books, 421,000 ejournals and over 659,000 open access resources. New e-book collections and titles are regularly added to our collections. Where relevant, Course Organisers are encouraged to make use of existing resources to support course teaching. Where existing collections do not meet course teaching requirements and purchase of new or additional items is required, the Library will follow the guidelines outlined in the Resource Lists Framework.

## 2.3 Benefits of Resource Lists include:

1. Improved student experience;
2. Consistent access to key course readings regardless of discipline;
3. Timely provision of access to library resources for taught courses;
4. Single, simplified route for Course Organisers to request materials for teaching;
5. Efficient Library workflows that optimise available budget and resource.

**2.4** Resource Lists are not intended to provide the whole Library experience for students. Resource Lists should be used together with information and literacy skills teaching which is provided by the Library to develop students' Library research skills. The Library also offers LibSmart, a self-enrol Learn course, to help students use library resources.

## 3. List visibility

Resource Lists are published using a Creative Commons licence and are openly accessible by default, allowing access to pre-entry and prospective students and supporting the University's wider commitment to open access. Publishing options are available to Course Organisers to allow them to restrict access to their Resource Lists to University of Edinburgh staff and students only, if required.

## 4. Retention policy

Resource Lists for the current academic year and the two previous years are available to staff and students. The Library archives Resource Lists in June each year. Archived lists from earlier years are not deleted and can be re-published at any time, on request.

## 5. Course Organisers are responsible for ensuring that their course Resource Lists follow the good practice guidelines listed below.

Resource Lists are most helpful to students when they are:

1. **Easy to access** - access is provided via the Resource List tool in Learn Ultra and, as a result, is consistent across courses, regardless of discipline.
2. **Clearly laid out** - section headings indicate when and what students are expected to read, for example: lists may be organised by theme, week, lecture or seminar topics.
3. **Prioritised and annotated** - items are prioritised using, 'Essential', 'Recommended' and 'Further reading' so that students can understand clearly what they are expected to read and can manage their reading accordingly. Notes are added to highlight relevant chapters and pages and to provide other useful information.
4. **Up to date** - lists are regularly reviewed, taking into account feedback from students and availability of resources. Students should be confident their Resource Lists are up to date and all required readings have been added to the Resource List.
5. **Shared with the Library in good time** - lists have been sent to the Library for review to ensure all 'Essential' and 'Recommended' items are available to students.
6. **Realistic** - Course Organisers consider how many resources students can reasonably be expected to read in a semester. Where possible, 'Essential' texts will be available online, as e-books or copyright-compliant digitisations and print publications will not be out of print. Separate, 'Further reading' bibliographies may be created using Resource Lists to encourage students to explore a subject or carry out their own research.
7. **Collaborative** - Course Organisers encourage students to suggest relevant texts, which creates a collaborative dialogue between staff and students and helps to encourage diversity in reading lists.

## **6. Provision of resources for teaching**

### **6.1 Resource Lists budget**

A ring-fenced budget from the centrally allocated Library Materials Budget is available to purchase materials on Resource Lists. Through the allocated budget, the Library has a responsibility to ensure equitable provision of resources across all disciplines. Expenditure is monitored and reported to the University Library Committee and College Library Committees or equivalents.

**6.2** There is no maximum number of items that can be added to a category or to a Resource List. However, the Library will decide how best to manage longer lists (200+) in consideration of space, budget and resource.

**6.3** There is no limit to the number of new texts that may be added to an existing Resource List or a new list for a course. However, new or existing Resource Lists which generate more than 50 new purchases will be managed in consideration of space, budget and resource.

### **6.4 How the Library purchases resources**

**6.4.1** The Library has a digital first policy. If a suitable e-book is available, it will be purchased instead of any new or additional print copies.

**6.4.2** The Library encourages Course Organisers to use digital resources to provide the largest number of students with access to 'Essential' and 'Recommended' materials. Where a suitable e-book is not available, the Library may be able to provide copyright-compliant digitisations of chapters or extracts.

**6.4.3** 'Further reading' will not be purchased in either e-book or print format. Where the Library does not provide access to 'Further reading' items, a note will be added to the Resource List to encourage students to use Interlibrary Loans or RAB (Request a Book) to request items.

**6.4.4** The number of copies purchased by the Library is based on the priority of an item and student numbers. Course Organisers can request additional copies of texts or additional licences for e-books via Resource Lists or by contacting the Library, if required.

**6.4.5** If a resource is used on multiple courses, the number of copies or licences purchased will be based on total student numbers when courses run concurrently.

**6.4.6** When a single volume of a multi-volume set has been specified on a Resource List, the Library will only purchase the individual volume unless the full set is specifically required and has been added to the course Resource List. When individual volumes cannot be purchased separately, the Library will purchase one set and take cost and usage of any existing volumes into consideration before purchasing additional full sets. Additional e-book or print volumes or sets may be requested, if required.

**6.4.7** The Library will purchase individual volumes as part of a Monograph series when these have been identified as 'Essential' or 'Recommended' on a Resource List. Full monograph series will not be purchased. Course Organisers should contact the relevant Academic Support Librarian to request purchase of full monograph series.

## **7. Reserve collections**

Book moves to Reserve (3 hour loan) are managed using Resource Lists. A maximum of three copies of any one title will be located in Reserve. The Library will not move any books to Reserve if they are not added to a Resource List and prioritised as 'Essential'.

## **8. Prioritised reading**

**8.1** The University's Accessible and Inclusive Learning Policy states that reading lists shall indicate priority and/or relevance.

**8.2** All items on a Resource List should be prioritised to enable students to manage their course reading and allow the Library to make decisions on purchase and provision.

**8.3** No action will be taken by the Library to provide access or maintain ongoing access to items on Resource Lists which are not prioritised.

**8.4** All items on Resource Lists **must** be prioritised using the following:

1. Essential
2. Recommended
3. Further reading

### **8.5 E-textbooks**

An e-textbook is expected to be the main textbook that students are required to use throughout their course. Course Organisers can identify one e-textbook per course using the 'Request e-textbook' tag for which the Library will take extra steps to source a suitable e-textbook. Lack of availability and/or cost may prevent the Library from purchasing an e-textbook. The Library may consider the purchase of multiple e-textbook titles if these are regarded as essential to course teaching.

## **9. Definitions**

### **9.1 Essential**

Definition: Resources students are expected to read, view or listen to at a minimum in order to understand the subject and to be able to fully participate and benefit from weekly seminars and lectures and meet assessment requirements.

- Where an appropriate licence is available, an e-book will be acquired and print copies will not routinely be purchased. However, if an e-book is only available with a limited user licence, a maximum of 10 licences will be purchased and a single print copy may be purchased to allow for scanning of a key chapter or extract.
- Where no e-book is available, print books prioritised as 'Essential' will be purchased to the ratio of one copy per 20 students. A maximum of five copies of any one 'Essential' title will be purchased for a single course. Additional copies may be purchased if a title is used concurrently on multiple courses. Course Organisers may ask the Library to purchase additional copies of individual titles, if required.
- A maximum of three print copies of any single 'Essential' title will be located in Reserve. Additional copies will be located in Standard Loan. New print copies will be located in Standard Loan when Reserve ratios are met.
- The Library will prioritise providing copyright-compliant digitisations for 'Essential' resources.

### **9.2 Recommended**

Definition: Resources which complement 'Essential' teaching materials and help students to expand their knowledge of a subject. It is expected that students will read, view or listen to some of this material.

- Where an appropriate licence is available, an e-book will be acquired and print copies will not be routinely purchased. However, if an e-book is only available with a limited user licence, a maximum of five licences will be purchased and a single print copy may be purchased to allow for scanning of a chapter or extract.
- Where no e-book is available, books prioritised as 'Recommended' will be purchased in print to the ratio of one copy per 40 students. A maximum of three copies of any one 'Recommended' title will be purchased. Additional copies may be purchased if a title is used concurrently on multiple courses. Course Organisers may ask the Library to purchase additional copies of individual titles, if required.
- If no copies are held and student numbers are less than 40, a single print copy (or e-book) will be purchased.
- 'Recommended' print books will be located in Standard Loan.
- The Library will provide copyright-compliant digitisations for 'Recommended' resources.

### 9.3 Further reading

Definition: Resources which help students to broaden their understanding of a subject and may include readings beyond the subject necessary to provide context. 'Further reading' may be used for bibliographies or to provide suggested reading for assignments or to encourage students' own research.

- Any items prioritised as 'Further reading' that are not currently made available by the Library will not be purchased in either e-book or print format.
- Where the Library does not provide access to 'Further reading' items, students are encouraged to use Interlibrary Loans or RAB (Request a Book) to request materials. The Library will add a note to Resource Lists which include 'Further reading' items to highlight these services to students.

## 10. Digitisations (copyright-compliant scans)

**10.1** The University's licence from the Copyright Licensing Agency (CLA) allows digitisations (scans) of book chapters and journal articles to be provided for teaching when titles to be scanned are covered by the licence.

**10.2** Course Organisers must only use digitisations of published works for teaching that have been provided by the Library and which include the appropriate coversheet. It is not permitted to upload digitisations to courses in Learn Ultra for use in teaching that have not been provided by the Library, unless the material is copyright free, explicit permission has been received from the copyright holder or the Course Organiser holds the copyright for the work. If in doubt, please check with the Library.

**10.2.1** The Library routinely checks that digitisations uploaded to Resource Lists are copyright compliant. Any file that is not copyright compliant will be removed. In these cases, the Library will try to source an alternative copyright-compliant version and make this available via the Resource List. This may not always be possible.

**10.3** If a title is not available as an appropriately licensed e-book, Course Organisers can request a copyright-compliant digitisation in order to provide access to a key chapter (or extract) of a text to students. Limits apply to what the Library can scan for a course of study; usually one chapter or 10% of the total publication, whichever is the greater. In some cases, it may be possible to provide a digitisation of a second chapter. The [CLA guidelines](#) explain the scope of the University's higher education licence.

**10.3.2** The Library will link digitisations of 'Essential' and 'Recommended' chapters and extracts to the corresponding citation in a Resource List.

**10.3.3** No digitisations will be provided for chapters or extracts prioritised as 'Further reading'.

**10.3.4** When a digitisation is provided by the Library and no e-book is available, the Library will purchase a maximum of two print copies of a title. These copies will be located in Standard Loan.

**10.4** The Scan & Deliver service monitors requests received. If students request the same chapter or extract multiple times, the Library will try to make a digitisation available to the cohort via the corresponding Resource List.

## 11. Editions

**11.1** Unless otherwise requested by Course Organisers, the Library will add the most recent edition of a title held, or, if a new title or additional print copies or e-book licences are required, the Library will purchase the most recent edition available.

**11.2** The Library does not routinely check for or purchase newer editions or update Resource List citations when a newer edition is available. Course Organisers are expected to contact the Library if a newer edition is required or update their Resource List and send it to the Library for review.

## 12. Out of Print books

The Library will try to source a single print copy of any out of print title that has been prioritised as 'Essential' or 'Recommended' on a Resource List. If a book is out of print, Course Organisers are encouraged to consider a more

readily available alternative and/or to de-prioritise the reading. Course Organisers can also request a copyright compliant digitisation of a key chapter or extract, if no suitable alternative is available.

### **13. Audio Visual material**

**13.1** The Library will purchase streaming media where possible. If no streaming media are available, the Library will purchase a single copy of a DVD to be located in Standard Loan. DVD players can be borrowed from University of Edinburgh libraries.

**13.2** Course Organisers are advised to provide the Library with as much notice as possible if streaming media are to be sourced from non-standard suppliers, for example, directly from the creator. In these cases, Course Organisers are asked to contact [Library.Learning@ed.ac.uk](mailto:Library.Learning@ed.ac.uk) well in advance of deadlines with as much information as possible.

### **14. Online Learning**

**14.1** When selecting course reading for online courses, Course Organisers must ensure 'Essential' texts can be made available digitally. The Library can provide guidance on resource availability.

**14.2** The Library will not purchase multiple copies of print books for Online Learning courses. However, single copies will be purchased in order to provide copyright-compliant digitisations of 'Essential' and 'Recommended' chapters and/or extracts when a suitable e-book is not available.

### **15. Deadlines**

The Library publishes deadlines for each semester to allow sufficient time for materials to be made available for the start of teaching. Course Organisers can still send their lists to the Library after the deadline. However, the Library cannot guarantee that materials requested after the deadlines will be available in time for the start of each semester.

**15.1** Course Organisers can update their Resource Lists at any time throughout the year. If Course Organisers would like the Library to purchase new titles or provide copyright-compliant digitisations of chapters or extracts, they must send their list for review to alert the Library to any new requests.

### **16 Summary of responsibilities**

#### **16.1 Course Organisers' responsibilities:**

- Provide students with a Resource List for their course and let them know how they can access it;
- Prioritise each item on the course Resource List using, 'Essential', 'Recommended' or 'Further reading';
- Ensure 'Essential' texts are available digitally (either in whole as a licensed or open access resource, or in part via copyright-compliant digitisations);
- Provide the Library with details of any chapters/extracts to be scanned;
- Contact the Library as far in advance as possible with details of any new streaming media required for the start of semester;
- Ensure the Resource List is available to students via the corresponding course in Learn Ultra;
- Regularly review the Resource List and notify the Library of any changes to the Resource List or course;
- Submit lists, either for review or creation, by the published deadlines if Resource Lists are required in time for the start of semester.

#### **16.2 Library responsibilities:**

- Provide service information and guidance on using the Resource Lists service;
- Respond to queries about Resource Lists and access to library resources in a timely manner;
- Create or review Resource Lists as requested and check current Library holdings for resource availability;

- Purchase new or additional copies of 'Essential' and 'Recommended' print books or of suitable e-books; based on student numbers and priority and add new purchases to Resource Lists;
- When a list is sent for review, check all links and access to online resources and resolve any issues;
- Alert Course Organisers where there could be a problem providing appropriate access to materials;
- Provide copyright-compliant digitisations and link scans provided to the corresponding citations;
- Locate new or additional copies in the relevant site library in Standard Loan or Reserve, as appropriate;
- Annually (in June), rollover lists to the new academic year and maintain persistent access to the most recent three years of Resource Lists;
- Monitor use of Resource List items in Reserve collections;
- Through the Resource Lists Board, regularly review the service in consultation with Course Organisers and Edinburgh University Students' Association.

*Library & University Collections, Revised March 2026.*