

## Learning Resources and Reading Lists

<b>Approving authority</b>	Learning and Teaching Committee
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<b>TRIM document</b>	2017/8005047
<b>Description</b>	Guidelines to assist Course Convenors in establishing and updating a reading list of required and recommended learning resources.

### Related documents

[Higher Education Support Act 2003](#)

[Higher Education Provider Guidelines 2012](#)

[Charges for Learning Resources and other Items for Students](#)

[Guidelines for preparing a Statement of Resources](#)

[Scholarly Information Impact Statement](#)

[Course Profile Requirements](#)

[Role Statement Course Convenor](#)

[Guidelines for Staff Engagement with Learning@Griffith](#)

[TEQSA Guidance Note – Staffing, Learning Resources and Educational Support](#)

[\[Roles and Responsibilities\]](#) [\[Learning Resource Types\]](#) [\[Establishing and Updating Reading Lists\]](#)

## 1. ROLES AND RESPONSIBILITIES

Library and Learning Services and Course Convenors have a joint responsibility to ensure that resources are available via the [reading list service](#) to support student learning in each course of study.

For resources to be available they must be part of Griffith Library resource collections, be freely available online, be able to be digitised under the relevant copyright provisions or be able to be purchased for student use by Library and Learning Services no later than the University's date for publication of Course Profiles as specified in the [Course Profile Requirements](#). It is the responsibility of the Course Convenor to ensure that new or updated resource requirements are advised to Library and Learning Services in sufficient time to determine if the resources can be made available for student use.

Course Convenors are responsible for developing one Course Profile for every offering of a course. Within the Course Profile for each course offering there is a link in Section 3 to the [reading list service](#). The reading list can also be accessed via the Learning@Griffith 'Reading' link and via the Library website.

While many courses are offered on more than one campus and in more than one learning mode only one Course profile is to be used for all offerings of the same course. There may be a different Course Convenor for each learning mode and campus offering of the course. In this instance a 'primary' Course Convenor is designated who will be responsible for completing the Course Profile and the required readings within the reading list for each Learning@Griffith site to assure that they are the same across all offerings of the course. The 'primary' Course Convenor is responsible for advising the on-campus bookstore of the required resources, included in the reading list, that should be stocked and the number to be ordered based on enrolments for that course offering.

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## 2. LEARNING RESOURCE TYPES

There are two learning resource types within the Reading List Service: Required Resources and Recommended Resources.

### 2.1 Required Resources

A required resource is essential to student learning in the course and includes information, activities and tasks that facilitate student achievement of the course's learning outcomes.

A required resource may be authored, co-authored, edited, published or developed by a staff member provided that:

- a) the Head of School/Department approves the setting of the resource via the Course Profile System; and
- b) the required learning resources are currently available through Griffith Library and accessible in the appropriate format for the course.

To meet the requirements of the [Higher Education Support Act - 2003](#) (HESA 2003) Library and Learning Services in acquiring required resources maximises their availability to ensure there is no cost to the student in accessing any required resources. This is consistent with the University's [Charges for Learning Resources and Other Items for Students](#).

The [TEQSA Guidance Note Staffing, Learning Resources and Educational Support](#) advises that full-text, digital access should be available for required resources as listed in Course Profiles.

Where appropriate required resources are normally available in the on-campus bookstore and students may choose to purchase a personal copy of the resource.

As a result no changes may be made to the list of required resources after the Course Profile has been published nor may the Course Convenor request the on-campus bookstore to order resources as being required, if they are not in the Course Profile reading list and not available for access through the Library.

Course Convenors who deploy e-learning plug ins, within Learning@Griffith course sites, that include active e-commerce features, may be in contravention of the [Higher Education Support Act - 2003](#) (HESA 2003).

### 2.2 Recommended Resources

A recommended resource is a resource recommended by the teaching team which provides additional, background or current information relevant to the course's learning outcomes.

These resources may be updated during the course offering provided that they are readily available and copyright approvals are attained.

Recommended resources are to be selected from the extensive range of resources already available through the Griffith Library collections. Library and Learning Services will acquire additional recommended readings where possible subject to budget and resource availability.

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## 3. ESTABLISHING AND UPDATING READING LISTS

The Course Convenor is responsible for completing the [Scholarly Information Impact Statement](#) for all new courses. The [Scholarly Information Impact Statement](#) documents the effectiveness of the current resource collection in supporting the new course, and if the current collection is unable to support the course, identifies the additional learning resources required.

The University has an e-preferred policy to maximise the accessibility of resources to students regardless of the mode of course delivery. Discipline Librarians are available to assist in selecting and embedding scholarly resources.

In establishing and updating the reading list Course Convenors should take account of the course's learning outcomes, the learning mode, the level and purpose of the course (e.g. core/ elective), the size of the cohort, its location and the experience of the student as a learner.

The Course Convenor is responsible for establishing and updating reading lists with the most relevant and contemporary learning resources.

In establishing and updating reading lists the Course Convenor is to disclose to the Head of School/Department where there is an intention to set learning resources produced by them or any member of the teaching team as required resources for the course.

Course Convenors are required to provide this information via the Status and Settings page in the Course Profile System by selecting 'Learning Resources' as the 'change section' and provide information in accordance with 2.1 (b) in the text box provided.

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