

LEARNING RESOURCES AND READING LISTS GUIDELINE

This guideline is to assist Course Convenors in establishing and updating a reading list of Required and Recommended learning resources to provide a good student experience and to ensure that Convenors can meet their obligations under the relevant legislation and Griffith University policy.

Document information

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Related Documents

[Higher Education Support Act 2003](#)

[Higher Education Provider Guidelines 2023 \(Chapter 7\)](#)

[Library Resource Assessment Request for New Programs and Courses](#)

[Scholarly Resource Strategy](#)

[Course Profile Template \(Section 3\)](#)

[Course Profile Requirements](#)

[Procedure for Program and Course Review](#)

[Role Statement Course Convenor](#)

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

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

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Roles and Responsibilities

Course Convenors and the Library have a joint responsibility to ensure that resources are available for students via the [Reading List service](#) to support student learning in each course of study.

Course Convenor Responsibilities

Course Convenors are responsible for ensuring that resources made available via the Reading List service to support student learning in each course of study are:

- relevant to the expected learning outcomes
- appropriate to the level of study
- authoritative and up to date

It is the responsibility of the Course Convenor to ensure that any new or updated resource requirements are advised to the Library in sufficient time (at a minimum 4 weeks prior to O week) to determine if the resources can be made available for student use.

Where a commercially available learning resource produced by the Course Convenor or the teaching team is going to be set as a *Required Resource* this must be disclosed and approved by the Head of School/Department via the Course Profile system as required by the [Course Profile Template \(Section 3.0 and 3.1\)](#).

Staff are not to upload any digitised file of an article, sections of a book, or a report (unless the University owns the copyright) directly into Learning@Griffith or O365. Griffith is legally and contractually obliged to ensure all digitised files are kept in a single repository. The Reading List service is the designated repository from where they can be linked. Exceptions to this rule will be permitted under particular circumstances, but only after consultation with the [Information Policy Officer](#) who will document the use.

Library Responsibilities

The Library will:

- ensure that Reading Lists are available for Course Convenors to update in the same timeframe as the Course Profile System.
- advise Course Convenors if *Required Resources* cannot be obtained for Library access due to availability or financial issues.
- maximise the availability of resources subject to licence models, costs and the Scholarly Resource Strategy principles.
- ensure all digitised material is copyright compliant.
- ensure online resource linking is maintained.

Learning resource types – Required and Recommended

To maximise access to resources 24/7 and provide the best student experience, Required and Recommended readings should be available online. Consideration as to whether a resource can be made available online via Reading Lists should be undertaken prior to selecting and setting a resource. The Library can assist in this process.

Every resource within a Reading List must have a type assigned to assist with student understanding of the importance of readings to assist with prioritisation of reading.

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

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. 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.

For a Required Resource the Library *must* be able to provide a level of availability for students to enable the University to meet the requirements of Commonwealth Government Legislation ([Higher Education Support Act - 2003](#)) and University Policy. Further information on this requirement and University policy can be found in the [Course Profile Template \(Section 3.1\)](#).

To ensure continuity of access to Required Resources they must be:

- Owned outright by the Library or
- Be able to be provided as a digital copy under the copyright act

If a Required Resource is made available via a subscription-based licence model the Course Convenor is accepting the risk that the publisher can withdraw access to the resource at any time (including mid-trimester) and that the subscription may not be renewable due to changes in licence conditions or costs.

For Required Resources to be deemed available via the Library they must meet one or more of the following criteria:

- be available within existing Griffith Library online resource collections.
- be available for *Library* purchase (subject to licence models, costs and the Scholarly Resource Strategy principles) for student access no later than the University's date for publication of Course Profiles as specified in the [Course Profile Requirements](#).
- able to be digitised under the relevant copyright provisions.
- be freely available online.

The availability of a resource via the Library for students is not required to be 1:1. Students may choose to purchase a personal copy of the resource. As a result, no changes should be made to the list of Required Resources after the Course Profile has been published to ensure students can make accurate purchasing decisions. The Course Convenor should not request the on-campus bookstore to order resources as being Required if they are not in the Reading List and are not available for access through the Library.

Some publishers enable Course Convenors to deploy e-learning plug ins, within Learning@Griffith course sites that are associated with the Required Resource. Course Convenors should be aware these may include active e-commerce features and data collection features which may be in contravention of the [Higher Education Support Act - 2003](#) (HESA 2003) and Privacy Principles.

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. Recommended Resources are to be selected from the extensive range of resources already available through the Griffith Library online collections or can be provided as a digital copy under the copyright act.

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

The Library will acquire new Recommended readings where possible subject to budget and resource availability.