

# Reading List Service Overview

The Reading List service provides many benefits to support learning and teaching at Griffith.

## Students can

- access their course readings in one definitive online list which integrates with their Learning@Griffith course site
- link directly through to readings that are online and discover where physical resources are in the library
- export a citation list, add notes and annotate readings and even track reading progress

## Academics can

- quickly add a wide variety of resources, including online resources from the Griffith Library collection (eBooks, articles, streaming video), freely accessible resources from the internet, images, and request digitisations of print resources
- customise reading lists to suit their teaching - by week, module, topic or assessment item

The system incorporates copyright compliance mechanisms to ensure Griffith delivers resources appropriately and is able report on digitised resource provision.

## Support

There are [How-to guides](#) that support reading list use. The [Reading Lists](#) webpage links to [frequently asked questions](#) (via the AskUs service) and other useful information.

## Reading list roles and responsibilities

Griffith Library (Scholarly Resource Services team) are responsible for managing the Reading List service hierarchy, rolling over of reading lists into new teaching periods, creating all new reading lists shells, and archiving reading lists.

Course Convenors are responsible for providing a list of learning resources as part of the [Course Profile](#) process, which is delivered through the Reading List service. It is their responsibility to review their reading lists, add and remove readings to maintain currency and accuracy, and ensure readings comply with relevant policies. See the [Learning Resources and Reading Lists Policy](#) and the Related Griffith Policies section below for more detail.

## Reading list design and layout

The [Structure a reading list guide](#) provides the recommended design and layout principles for the lists to help ensure a consistent student experience regardless of what course they are taking.

## Importance tags

Each reading in a list must be assigned an importance tag of Required or Recommended. These tags help students understand the importance of readings and to plan their study. They are also used by the Library to ensure that the University is able to comply with the Higher Education Support Act 2003. See the [Learning Resources and Reading Lists Policy](#) for definitions.

## Reading list time periods and the Academic Calendar

Each reading list is assigned to the appropriate teaching period for the course (e.g. Trimester 1, OUA Study Period 3, etc.). The start and end dates for these teaching periods align with the Griffith Academic Calendar.

Digitised readings (i.e. a scanned chapter of a book) are only accessible during the designated teaching period to comply with [copyright requirements](#). However, the reading list is always visible and any linked readings (i.e. an online journal or eBook) remain accessible. Prior to the start of the teaching period and after it ends, a message appears on the reading list advising users of the teaching period dates.

If the course start and end dates do not align with the official teaching period:

- A student note about the changed dates should be added to the reading list.
- Digitisations should be requested using the start and end dates that align with the actual period the course will be offered (i.e. do not use the default date range).

### Rolling over reading lists and re-requesting digitisations

Prior to the start of each teaching period, the service will automatically rollover (i.e. copy) reading lists from the preceding teaching period to the next, for example Trimester 1 2021 to Trimester 2 2021.

Reading lists for the next teaching period will be made available during week 5 of the existing teaching period for Griffith courses. Reading lists for OUA courses will be made available 3 weeks before the start of the next teaching period. Rollover and list availability dates are in line with Course Profile policy and requirements.

Once this has been done, academics and learning and teaching specialists can begin reviewing and updating the list with any changes. Digitisations will also have to be [re-requested if still required](#). See the [Key dates section](#) of the Library Website for planned rollovers and other important activities.

### Embedding links to readings

The most effective way to direct students to readings is using the Readings link in the Learning@Griffith course site's left navigation menu. If this isn't shown, then you may need to unhide it. Otherwise you can log a support job via the [IT Service Centre](#).

Course Convenors can embed links to individual readings in a reading list on a Learning@Griffith course site in the same way other URLs are embedded. However, the links will be broken when using the "Course Copy" action for the new teaching period. The links will be in the same location in your Learning@Griffith site but point to an old reading list. The links will need to be updated each time you do a course copy should you choose this method to embed links.

### Archiving reading lists

Reading lists are accessible for the current and previous years (two years). Archived reading lists are no longer visible in the Reading List system, but a link can be provided. Email [readings@griffith.edu.au](mailto:readings@griffith.edu.au) with the course code and time period.

### Related Griffith policies

The following are the Griffith policies that also apply to reading lists and learning resources.

- [Copyright](#) - The Reading List service assists Academics to comply with the Copyright Act 1968. If there is an issue, then the reading will be referred for further investigation.
- [Accessibility](#) - Griffith has a responsibility to meet the specific accessibility requirements of students.
- [Charges for Learning Resources and other Items for Students](#)

### For further assistance contact

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