Reading List Guidance for Academic Staff

This guidance explains how the Library will support academic staff with their reading lists in the 2020-21 academic year, in line with the LSE Curriculum Shift 2020, which requires all titles on reading lists to be accessible online. This guidance outlines important information on LSE’s online reading list platform, which resources are most easily accessible online, and how to contact the Library for support.

Using online reading lists

We recommend using Reading Lists @ LSE, the School's online reading list platform. Online reading lists allow you to provide a consistent and improved student learning experience by directly linking to the real-time availability of books/e-books, full-text online journal articles and other resources. This makes it easier for students to find the readings they need.

You can create your online reading list according to a weekly/theme structure and separate readings into Essential and Background texts. Using online reading lists provides the Library with the necessary information to purchase resources and allows us to inform you of unavailable titles quicker so you may choose alternative titles that are available.

If you are not currently using this platform and would like to, please contact your department Librarian. They will be able to provide training and answer any queries. The online reading lists manual provides more information about how to create and edit lists. If you are creating a new list, contact us so we can assist you with this.

If you are streamlining your reading list for 2020-21 and want to return to your 2019-20 reading list later, the Library is creating a copy of your current reading list with a 2019-20 time period, to keep both versions. This list copying work will be finished by 22nd June. Making a copy with the 2019-20 time period also supports students taking examinations during the in-year re-sit and deferral assessment period this Summer.

What we can do

- We will prioritise the purchase of e-books for teaching material where possible. We will also add e-book links to your reading list for you.
- We aim to achieve as close to 100% coverage for essential titles as possible. We will provide as many background titles as possible. If we cannot provide essential titles electronically, we will contact course conveners/reading list editors.
- We will purchase e-books according to the best and most flexible license possible for each specific title. Our main preference is for DRM-free e-books, which allows as many simultaneous users as necessary, with no restrictions on downloading/printing. If this is not available, we will purchase e-books according to credit-based or concurrent usage models. E-book licenses are decided by the publisher.
- We can provide you with access to our primary supplier’s website if you would like to check if a title is available as an e-book before you include it in your teaching. Your department Librarian can provide these details and guidance on how to search.
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• We cannot purchase all e-books that may be available on Kindle. Many of these titles are only available for personal use and not sold to universities.

What course teachers can do
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• Contact us if you anticipate making large changes to your reading list and you have concerns about the online availability of titles. We can advise on which resources are more likely to be available, which may help you approach making these changes.
• Contact us if you use a textbook as the primary teaching resource, and it is used repeatedly throughout the duration of your course. We can discuss the best means of providing access. However, we cannot guarantee this title will be available online. We are reviewing which textbooks have the highest demand, are used on multiple reading lists, and are essential readings on courses with large cohorts.
• Contact us if your academic department is already paying for access to a textbook direct from a publisher or supplier from departmental funds. This will ensure the Library does not pay for duplication of access.
• If you only require a specific chapter from a title on your reading list, please mark it as a chapter. We may be able to obtain a digitised version of that chapter, even when an e-book is not available.
• Edit your reading list and request a review by 21 August. This will allow us to guarantee that essential resources will be available for the first day of Michaelmas term.