

Library guidance for programme and module development or redesign

We provide a range of support when you are reviewing your existing modules and programmes or developing new ones. Working together at an early stage in the process means we can advise you on resource availability and costs, and how we can support you in developing your students' academic and transferable skills. It also means we can get the resources your students need in time for the start of the programme or module.

Please contact your [liaison librarian](#) as soon as possible so we are aware of your plans and can begin supporting you straight away.

Our [Helping Your Students Succeed](#) guide provides an overview of how we can support you and your students. We recommend reading this before working through the more detailed guidance below.

Developing your students' research skills

Finding, evaluating and synthesizing information are critical academic and transferable skills. We can help you develop your students' ability to:

- Search and evaluate the academic literature for their subject – as well as other relevant information resources
- Use primary resources effectively
- Explore a topic new to them independently and with confidence
- Reference to prescribed academic standards and conventions

We can also support you in delivering many areas of the University's Transferable Skills Framework, including researching company information in preparation for interviews.

We help you achieve this by:

- Providing online skills tutorials and lectures which you can embed in Blackboard
- Providing pre-prepared materials that you can take and repurpose for your own needs
- Maintaining dedicated webpages for disciplines outlining key information resources in that area
- Delivering bespoke lectures and seminars as part of your curriculum. These can count as student contact time on module specifications

- Team teaching with you
- Offering 1 to 1 online and face-to-face support and referrals for students who need help with specific literature searching skills.

For further information visit our [Staff Who Teach](#) pages and arrange an appointment with your [liaison librarian](#).

Library resourcing for your modules

When structuring your teaching and student learning activities and assessment, consider the timeframe in which you expect your students to have read any texts. To guarantee access to essential readings, particularly in a short space of time, we advocate a digital-first policy wherever possible by selecting books that are available in electronic format, or digitising particular chapters. You may also consider including books as part of course fees or recommending that students buy certain texts. We buy multiple copies of print books which you identify as essential reading to supplement electronic access or where electronic versions are not available.

What information resources do my students need?

Key questions:

- Are you teaching a subject new to your department or University? If so, we may have limited resources so can advise you on what resources we currently have and work with you on a development plan to grow the collection over time.
- Does the Library have sufficient background reading on the topic of your module or programme? Again, we can work with you to develop our collections to support your module.
- Do you need your students to be able to access materials in a short space of time? If yes, can you get them in electronic format? Let us know the books you are considering for your reading list and we can investigate the availability and licences of eBooks.
- Can you get a chapter digitised?
- Do you need copyright clearance for any of your teaching materials eg images or photographs you want to include in presentations and handouts? Visit our [Copyright](#) pages on the Library website or contact copyright@le.ac.uk for further help and guidance.
- Does the Library have the journals and databases your students need? These resources are a recurrent cost and require an on-going commitment of funds. We would need to account for this in budget planning as we cannot guarantee we will be able to take up new recurrent costs. Please contact your liaison librarian if you want to recommend any new journals or databases.

Developing your reading list

readinglists@Leicester, the University's online reading list system, is the way to inform us of your requirements and to distribute your list to students. How you achieve this is flexible – reading lists by module, by year, programme, thematic and so on. The specific approach is determined by you, not the Library.

www.le.ac.uk/library

Use the system to:

- Capture details of books, journals and other resources from publisher websites, Library catalogue, Amazon and elsewhere. You can also request digitisation of book chapters through your list. No re-keying of information or sending emails
- Organise your list as you wish – straight A-Z, by topic, by weekly readings
- Distribute your list via Blackboard or a web link on a website or in a document
- Engage your students in their reading with direct links to the Library catalogue, with live holdings data and access information
- Send an automatic notification to us by publishing your list. We check your list and purchase new and additional items. We also check for any digitisation requests
- Gain insight into what readings your students are using.

Your electronic reading list should include, as a minimum:

- All essential readings
- If necessary for reasons of practicality and time, longer lists of background reading and/or bibliographies can be provided as Word or PDF documents on Blackboard or elsewhere, and linked to from the list of essential readings on readinglists@Leicester

Reading lists should be reviewed at least once a year and updated as necessary by academic departments. The Library can support you in this process.

Contact your [liaison librarian](#) to arrange a 1 to 1 training session or use our [online training materials](#)