# Good Practice Guidelines for Reading Lists

## General Guidelines for teaching staff creating reading lists

* Follow [Clear Print guidelines](http://www.tcd.ie/CAPSL/TIC/assets/doc/Clear%20Print.doc).
* Provide reading lists to students in advance of term,
  + avoid adding new material throughout the delivery of the module.
* Ensure reading lists are available online,
  + agree a location in which to store reading lists on departmental websites, where they will be available both to current and prospective students of the module, and to subject librarians,
  + include hyperlinks to relevant catalogue pages. The Library catalogue provides persistent urls for every record at the prompt "Bookmark link for this record".
* When hyperlinking to e-journal articles ensure you use the elibrary access stem. For Library subscription services, all urls should have the prefix: <http://elib.tcd.ie/login?url=>
* Include a link to a style manual for referencing.
* Where appropriate annotate reading lists and indicate key texts.
  + It can also be useful to indicate to students how you wish them to use the reading list (e.g. should they be aiming to read most of the resources or a small selection?)
* It is useful to indicate texts which correspond with the lecture material each week in advance of term.
* Ensure reading lists provide the most relevant and recently published texts for a given topic,
  + Update on an annual basis.
  + Where you suggest online resources, ensure reading lists are checked regularly for dead hyperlinks.

## Good practice for communicating reading lists to the library:

**For schools / disciplines:**

Appoint at least one designated library liaison officer who takes responsibility for liaising with the relevant subject librarian regarding the resource needs of the School / Discipline. Names and contact details of subject librarians can be found on the Library’s Subject Guides page: https://www.tcd.ie/Library/support/subjects/index.php

The liaison officer is responsible for gathering reading lists from teaching staff and forwarding them promptly to the subject librarian. The subject librarian must receive the lists well in advance of the beginning of the teaching term. To ensure material is available for the start of Michaelmas term, final orders should be placed with the subject librarian by mid July.

All new members of staff in the discipline should be made aware of the role of the library liaison officer.

**For all academic staff:**

1. Notify the subject librarian of the following:
   1. Additions and deletions to reading lists,
   2. New editions of current texts.
   3. The introduction and termination of programmes / modules.
2. When forwarding reading lists for subject librarians:
   1. Clearly mark key texts,
3. Highlight amendments (including additions, deletions, new editions etc.)
4. When requesting new books from the subject librarian include the following:
   1. Purpose (e.g. personal use, suggested reading, module key text)
   2. Number and level (undergraduate/postgraduate) of students who will use this book,
   3. Semester in which module will be taught,
   4. Full publishing details (including cost if known).
5. If using WebCT/Moodle it is useful to allow access by the subject librarian to the VLE.

**For programme handbook creators:**

1. Put the contact details of subject librarians for your course into your programme handbooks for students.
2. Send a copy of your handbook to your subject librarian/s.

# Sample Reading List using hyperlinks and stems to aid student retrieval:

**Reading List 2010/11**

Brunner L.S., Smeltzer S. and O'Connell C. (2010) [Brunner & Suddarth's Textbook of Medical-Surgical Nursing](http://library.catalogue.tcd.ie/record=b14154605%7ES9). Wolters Kluwer Health/Lippincott Williams & Wilkins. **Online Version** - Check out the additional slides and videos available for students at "[thePoint](http://elib.tcd.ie/login?url=http://www.tcd.ie/Library/restricted/Einfo/smeltzerframe.html)"!   
    
Dougherty L. and Lister S.E. (2008) [The Royal Marsden Hospital Manual of Clinical Nursing Procedures](http://library.catalogue.tcd.ie/record=b13260437%7ES9). 7th edn. Wiley-Blackwell, Oxford. **Print Version**   
    
Dougherty L. and Lister S.E. (2008) [Royal Marsden Manual Online](http://library.catalogue.tcd.ie/record=b14034120%7ES9). 7th edn. Wiley-Blackwell, Oxford.**Online version of above**