

## Library policy for the purchase of reading list books

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### Introduction

The purpose of the purchasing policy is to ensure the Library is able to make informed purchasing decisions with regards to reading list books. This will allow us to effectively focus the use of our budget whilst ensuring we are able to fully support the learning and teaching needs of our students and teaching staff by providing equitable and consistent access to reading list materials. The policy includes an agreed set of terms to describe reading list items for the purpose of library purchase and a set of business rules to ensure the timely provision of content in sufficient quantities and in the most accessible and cost-effective format.

We will monitor the efficacy of our purchasing policy on an annual basis and adjust where necessary.

### Purchasing guidelines and parameters

In order to ensure that students have ready access to books on their reading lists and for the Library to make informed decisions about how many copies and in what format to purchase items, we need to understand how important the resources are for those taking the course. Wherever possible, Library acquisition of reading list books will be based on the guidelines and parameters specified in table 1 below.

Reading list terminology for the purpose of Library purchase	Maximum length of reading list (for Library purchase)	Standard purchasing formula
<b>Core</b> A textbook which students are required to use extensively throughout the course	<b>1 title per course unit</b>	*Where possible, electronic provision for each student within the specified course via the <a href="#">Library's eTextbook programme</a>
<b>Essential</b> All students should read this text/one of these texts	<b>Up to 10 titles:</b> <b>1-5:</b> will be purchased using the formula for essential texts <b>More than 5 :</b> will be purchased using the formula for recommended texts	<b>e-book available:</b> 1 e-book and 2 print books per 100 students <b>No e-book available:</b> 1 print copy per 10 students (max 40 copies)
<b>Recommended</b> Students should read this/these texts (in addition to any essential reading) in order to gain a better understanding for a seminar or essay	<b>Up to 25 titles</b> <b>1-25:</b> will be bought using the formula for recommended texts <b>More than 25:</b> where an ebook is available items will be made available via our Demand Driven Access scheme (as for further reading), where no ebook is available, a reduced number of print copies will be purchased.	<b>e-book available:</b> 1 e-book plus 1 print copy <b>No e-book available:</b> 1 print copy per 20 students (max 20 copies)

<p><b>Further reading</b> Students should read these texts for a wider and deeper understanding</p>	<p><b>No limit</b></p>	<p><b>e-book available:</b> Items will be made available via our Demand Driven Access scheme wherever possible; where there is sufficient usage a purchase will consequently be triggered. <b>e-book not available:</b> items will be made available via the Order a Book scheme when students generate a purchase request</p>
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**Table 1 – Purchasing guidelines and parameters**

### Reading list terminology with regard to library purchase

When ordering reading list books for the Library, academic colleagues should indicate whether the books are for core, essential, recommended or further reading as this will enable us to apply purchasing formula outlined in table 1.

\* all books defined as ‘core’ will be considered as candidates for the [Library’s eTextbook programme](#), providing a copy for each student within a specific course. Items listed as core textbooks that are unavailable for supply via the programme will be treated as ‘essential’ texts. Core e-textbooks will not be supplemented with print allocation unless they appear on another reading list. The Library will continue to work with suppliers to secure purchasing models that offer best value for money.

The usage of core eTextbooks supplied will be monitored by the Reading Lists Team and the data shared with relevant teaching staff on a regular basis. Teaching staff can also track and monitor student usage through course specific Learning Analytics dashboards. Usage data will also help inform purchasing decisions each academic year.

### Maximum length of reading list (for library purchase)

In order to trigger library purchases without delay we recommend that academic colleagues adhere to the guidelines in Table 1 and consider the number of items listed as core, essential or recommended.

### Standard purchasing formula

Library acquisition of reading list items will be based on the formulae specified in the ‘Purchasing guidelines and parameters’ table above. For Essential and Recommended reading, the Library will monitor usage and increase provision based on demand whenever possible.

## Purchasing principles

### Price

To derive maximum value from the reading list budget we are applying a nominal cap of £150 print/£350 e on a single copy of the title. Items costing in excess of this will require further review/discussion (for an alternative format or title/recommendation).

### Format

Reading list books will be acquired on an e-first basis as this is the best way to ensure both equitable and timely access for all of our students. When electronic access cannot be provided, the library will purchase print copies at a ratio determined by the importance of the text (see ‘Purchasing guidelines

and parameters' table above). For Essential and Recommended texts, the Library will also purchase a specified number of print textbooks in order to supplement electronic provision (see 'Purchasing guidelines and parameters' table above).

### Digital availability

Some ebooks are 'available' for purchase but via a licence that the Library considers to be prohibitively expensive or that the Library does not believe offers adequate access or an acceptable user experience. In such cases we will look to purchase print or will seek to explore an alternative title/recommendation.

Many books are still not available digitally for individual Library purchase. **This is determined by the publisher.**

- Some ebooks are simply not licensed for use in Higher Education, for example e-books sold for Amazon Kindle.
- Some publishers and authors choose to publish in print only or have not converted all of their holdings to digital files (often determined by date of publication or demand)
- Some publishers limit the availability of ebook content to package deals, meaning we are unable to purchase as individual titles. Instead packages of subject-based ebooks are offered. If libraries purchase these packages, they pay for content that may not align with current research and teaching simply to gain the small percentage of the collection which is needed.

In some cases licences can also be withdrawn or amended, either for a text already purchased, or on publishing a new edition of the text. Similarly, new releases may be print only for several months, or made available only on a restrictive licence in the first instance.

[JISC Briefing Paper for academic staff](#) on the cost, affordability and availability of core reading materials

### eBook Licence Types

The Library will endeavour to acquire e-books that allow multi-user access across the institution, with the exception of 'core' texts, whereby electronic access may be provided to specific cohorts. Where access is only available on a single-user basis, titles will be purchased in appropriate quantities. In such cases to ensure provision is sustainable an upper limit will be applied.

Further information on the different e-book licences that the Library may purchase can be found on our website

<https://www.library.manchester.ac.uk/search-resources/ebooks/how-to/issues/maximum-users/>

### New editions

The Library will purchase the latest available edition unless academic colleagues state that a specific edition is required. We will monitor and update reading lists if a later edition of an item becomes available.

### Digitised Readings

The Library offers a service to digitise book extracts, chapters and journal articles, when electronic copies are not available. Digitisation is supplied under the terms of our Higher Education Scanning

Licence with the Copyright Licensing Agency (CLA). Requests for Digitisation should be submitted via the Library's reading list system

### Access to Streamed Video

The University subscribes to a number of video streaming services. Requests for streamed video material should be placed via the [Access Streamed video request form](#) on the Library website. In all cases the Library will, where available, supply from streaming sources already subscribed to before looking to purchase.

### Accessibility

When selecting suppliers, The Library chooses those on the national framework agreement whose e-book platforms meet current [Web Content Accessibility Guidelines](#) and ASPIRE scoring at the desired level. We also perform in-house accessibility checks to push for more inclusive functionality on these platforms. Further information on platform accessibility functionality can be found on the Library website.

<https://www.library.manchester.ac.uk/search-resources/ebooks/how-to/reading/accessibility/>

### Non-Roman script material

Requests for purchase of material in non-Roman script should be directed to the relevant Faculty Engagement Librarian.

### Out of print items

The Library will not purchase out of print material. If such items are included in reading lists, the reading list should clearly indicate that the material may not be readily available.

Version amendment history		
Version	Date	Reason for change
2.0	Nov 2018	Service changes
2.1	Jan 2021	Minor changes in service due to Covid-19
3.0	July 2021	Service changes

Document control box	
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Lead contact email	olivia.walsby@manchester.ac.uk
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Approving body:	Library Leadership Team
Version:	3.0 July 2021
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Next review date:	June 2023
Equality impact outcome:	N/A
Related Statutes, Ordinances, General Regulations:	N/A
Related policies/procedures/guidance etc.	Policy on additional costs incurred by students on undergraduate and postgraduate taught programmes <a href="http://documents.manchester.ac.uk/display.aspx?DocID=19217">http://documents.manchester.ac.uk/display.aspx?DocID=19217</a>
Policy owner:	Head of Teaching Collections (Olivia Walsby)
Lead contact:	Head of Teaching Collections (Olivia Walsby)