Library policy for the purchase of reading list books

Introduction

The purpose of the purchasing policy is to ensure the Library is able to make better informed purchasing decisions with regards to reading list books, allowing us to focus the use of our budget more effectively. This will enable us to better meet the learning and teaching needs of our customers by providing a more consistent access to reading list materials. The policy includes the introduction of 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 to purchase, we need to know 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
Core A textbook which students are required to use extensively throughout the course	**1 title per course unit**	*Electronic provision for each student within the specified course where eligible via the Library's eTextbook programme
Essential All students should read this text/one of these texts	**Up to 10 titles:** **1-5**: will be purchased using the formula for essential texts **6 or more (up to 10)**: will be purchased using the formula for recommended texts **More than 10**: the relevant Academic Engagement Librarian will contact the academic to discuss this further.	**e-book available**: 1 e-book and 2 print books per 100 students **No e-book available**: 1 print copy per 10 students (max 40 copies)
Recommended Students should read this/these texts (in addition to any essential reading) in order to gain a better understanding for a seminar or essay	**Up to 25 titles** **1-25**: will be bought using the formula for recommended texts **More than 25**: the relevant Academic Engagement Librarian will contact the academic to discuss this further	**e-book available:** 1 e-book plus 1 print copy **No e-book available**: 1 print copy per 20 students (max 20 copies
Further reading Students should read these texts	**No limit**	**e-book available**: Items will be made available via the EBooks on

		Demand scheme wherever possible; titles will be acquired if usage is sufficient to generate a purchase trigger e-book **e-book not available**: items will be made available via the Order a Book scheme when students generate a purchase request
for a wider and deeper understanding		

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. Reading list orders submitted without one of the categories outlined below will be returned to the requester for further clarification and will therefore be subject to delay.

* Subject to eligibility, 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 via the VLE. Items listed as core textbooks that are not eligible for 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 usage of core e-textbooks supplied via the VLE will be monitored and the data shared with relevant teaching staff on a regular basis. The Library will continue to work with suppliers to secure purchasing models that offer best value for money.

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). Whilst we are mindful of the Additional Costs Policy and the requirement to provide 'core' readings via the library, we are also mindful of the many demands on the Library budget. Purchase requests that exceed the guidelines in table 1 will require further liaison with the relevant Academic Engagement Librarian.

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.

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 discussion with the relevant Academic Engagement Librarian.

Purchasing principles

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).

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 via the VLE. Where access is only available on a single-user basis, titles will be purchased in appropriate quantities. In such cases:
- The library will work with suppliers to improve the customer journey experience.
- As single user licences do not offer a sustainable model, the Library will work with academics to identify alternative titles where possible.

New editions
The Library will purchase the newest available edition unless an academic states that a specific edition is required for pedagogical reasons.

Book chapters
If a reading list contains a book chapter, the Library offers a service to digitise such resources: the digitised copy can then be linked to course VLE modules. If more than one chapter from the same book is requested the Library will treat this as a purchase request for the entire book, to comply with Copyright Licensing Agency regulations.

Audio-visual material
Requests for purchase of audio-visual material should be directed to the relevant Academic Engagement Librarian.

Non-Roman script material
Requests for purchase of material in non-Roman script should be directed to the relevant Academic 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.

Distance learning courses
The Library will work in partnership with course leaders on e-textbook provision for distance learning courses.

Version amendment history		
Version	Date	Reason for change
2.0	Nov 2018	Service changes

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Policy / Procedure title:	Reading List Purchasing Policy
Lead contact email	olivia.walsby@manchester.ac.uk

Date updated:	Nov 2018
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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 http://documents.manchester.ac.uk/display.aspx?DocID=19217
Policy owner:	Library Reading List Services Manager (Olivia Walsby)
Lead contact:	Library Reading List Services Manager (Olivia Walsby)