



L-Università
ta' Malta

Policy for Compiling Reading Lists using Leganto

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Abbreviations

UM	University of Malta
VLE	Virtual Learning Environment

Preamble

Leganto is a Course Resource List Solution which allows academics to easily create dynamic Reading Lists while providing students with reliable access to the content and a more streamlined experience.

Benefits of Leganto:

- Availability of resources being recommended on the study-unit Reading List
- Seamless access from VLE
- Full leverage of Library subscriptions
- Reuse of previously established Reading Lists
- Stronger institutional communication and collaboration between different UM entities

1. Introduction

The Library's mission is to support the University's teaching and research programmes by providing adequate scholarly information resources, emerging technologies and user support services.

This policy provides standard guidelines for UM academics to compile Reading Lists and provide a convenient point of access to Library resources for students in line with the programme of study. This policy shall be implemented and managed by the Library, the duties of which shall include:

- building and maintaining its resources to be effectively and efficiently used by its patrons
- implementing and ensuring compliance with this policy

2. Definitions

Citation: A bibliographic description providing information about a specific publication.

Leganto: A Reading List platform supported by ExLibris which facilitates the creation, management and dissemination of online Reading Lists that are linked to the Library's Discovery and Delivery Service, *HyDi*, and other supported platforms.

Purchase tag: A label indicating a purchase request for a physical material.

Reading list: A list of citations identified by an instructor/academic as a core or recommended information resource for a specific study-unit.

3. Policy

The aim of this policy is to support UM academics in compiling and disseminating Reading Lists to students.

3.1 Academics are strongly encouraged to make use of Leganto in order to create, manage and maintain a Reading List pertaining to their study-units.

3.2 All Reading Lists created need to be associated with a study unit in the VLE. For each study-unit having one or more Reading Lists, a default Reading List is mandatory. Default Reading Lists should be assigned a title which is identical to the VLE study-unit title. The format should be as follows:

<Study-unit code-Period-Occurrence-Academic year>: <Course Title>

Example: ART1234-YR-A-1920: Introduction to Art

3.3 For study-units which are not yet available in the VLE, the following format for default Reading Lists should be applied to the title: (PREP) <Study-Unit Code>: <Course Title>

Example: (PREP) ART1234: Introduction to Art

For new study-units which are still being reviewed for approval (hence a general study-unit code is not available), the format should be as follows: (PREP) <Proposed Course Title>

Example: (PREP) Introduction to Art

3.4 Finalised Reading Lists should be sent to the Library for further processing.

3.5 Default Reading Lists should be published in restricted access and this when the academic deems it appropriate.

3.6 Additional Reading Lists should be published only for view by student cohorts following a particular study-unit.

3.7 Academics may use the "Roll Over" option which allows the reuse of past/current Reading Lists for future study-units. After rolling over, the Reading List title should be changed to reflect the study-unit it is associated with in the form specified in Clause 3.2.

3.8 Citations need to include accurate bibliographic details (author, title, publication year, ISBN, etc.)

3.9 Where a physical item is required and is not available within a specific Library collection, a purchase tag should be attached to the citation to indicate that the Library should acquire the item. The Library will purchase the most recent edition available at the time of request.

- 3.10 It is recommended that Reading Lists are submitted to the Library by September for study-units delivered during the First Semester, and by December for study-units delivered during the Second Semester.
- 3.11 Reading Lists should be updated regularly to ensure access to the latest resources.
- 3.12 Default Reading Lists must follow the structure of either 'Core & Recommended' Reading List template which comprises two sections, or 'Thematic' which is segregated into different topics covered during the study-unit. These templates become available for selection in the process of creating a new Reading List, either via VLE or directly from Leganto. When rolling over default Reading Lists from past study-units one must ensure that the template structure is preserved as described.
- 3.13 Once a study-unit is deemed complete and no longer active, associated Reading Lists with such study-unit must not be edited further. Updates to Reading Lists can only be performed on current/prospective Reading Lists. Nevertheless, past/current Reading Lists can be rolled over (replicated) to current/future study-units, which can be updated as necessary, leaving the previous Reading Lists intact.

4. Support and Monitoring

- 4.1 Library staff will provide training, guidance and ongoing support to UM staff and students in the use of Leganto.
- 4.2 Library staff will check whether resources are available and acquire requested material in accordance with the Library's Acquisitions Standard Operating Procedure.

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