

**ISC16D044**

**Title:** Reading Online Project update  
**Author:** Ed Chamberlain  
**Date:** 12th May 2017  
**Circulation:** ISSC 13th June 2017  
**Version:** v2.1  
**Status:** Open

---

## **Background**

Talis Aspire is a tool to 1) help standardise presentation of reading lists in Blackboard, 2) enhance the student experience with embedded core readings and 3) reduce the University's copyright compliance risk by facilitating the inclusion of copyright cleared materials.

A library-led project called Reading Online, which aims to set up and promote adoption of the software has been running for two years. In June 2016, the Learning and Teaching Committee mandated the provision of all Reading Lists to the library with a preference for the Talis Aspire system. This mandate was updated in May 2017 to require the use of Talis for core readings.

## **Issue**

This paper outlines project progress measured against its key objectives and updates the committee on the details of the Talis Reading List rollover for 2017/18.

## **Recommendations**

ISSC are requested to note the current state of the project and, in particular, the schedule of the 2017/18 rollover.

## **Resource Implications**

To provide adequate support for academic users of the Talis software, the library will look to continue the post of Reading Lists Administrator on an indefinite basis.

## **Major risks**

TALIS has highlighted areas of the University where core reading list provision is simply not happening consistently; previously this institutional problem has been hidden. Continuing with this status quo will continue to negatively impact the student experience.

## **Equality and Diversity**

The Library aims to make all of its services and facilities accessible to all. An Equality Impact Assessment exists for the online reading list service.

## 1. Overview of project status

The library has made some progress in promoting use of the Talis software, demonstrating growth in both academic usage and the number of new lists published. From September onwards the service will leave project status and, as such, regular checking of Reading lists will become 'business as usual' for library teams.

### 1.1 Update on project progress

<b>Key project goal</b>	<b>Update</b>
<p><b>Uptake strand</b> Further drive uptake of Talis by specific targeting of key modules without lists by June 2017</p>	<ul style="list-style-type: none"> <li>• 37 training sessions have been run since December 2016.</li> <li>• 101 academic users have been added to the system since September 2016, bringing the total to 424.</li> <li>• Three Associate Deans for Teaching and Learning are now making use of Talis in their teaching.</li> <li>• 241 new academic entered lists have been added to Talis since October 2016.</li> </ul>
<p><b>Uptake strand</b> Formulate case studies now a full year of operation has taken place</p>	<ul style="list-style-type: none"> <li>• Three case studies have been provided as part of the mandate case to LTC. They are available on the Learning Technology web pages of the portal</li> </ul>
<p><b>Workflow strand</b> Aim for 100% academic ownership of all un-published lists in system by February 2017</p>	<ul style="list-style-type: none"> <li>• 369 emails have been sent to academic staff regarding unpublished lists</li> <li>• 240 lists have been republished on the Talis system since September 2016 bringing the total number offered in 2016/17 to 547.</li> <li>• There are however still over 352 unpublished draft lists in the system without an assigned owner. We will contact list prospective owners in the run up to the 2017/18 academic year.</li> </ul>
<p><b>Workflow strand</b> Further streamline library ordering processes now review process in place</p>	<ul style="list-style-type: none"> <li>• Library staff held a process review workshop looking at simplifying ordering of stock from lists to greater increase efficiency.</li> <li>• 530 Talis lists have been reviewed for sufficient stock this academic year.</li> <li>• Simplified ordering ratios for core / non-core material are being considered in place for 2017/18. These have been made in light of changes in Collection development policy putting even more emphasis on the supply of ebooks.</li> </ul>
<p><b>Workflow strand</b> Improve links with other institutional systems</p>	<ul style="list-style-type: none"> <li>• Working with CIS to provide a regular feed accurate module data from their forthcoming institutional information management system.</li> <li>• LTS are providing details of modules which will be run in the following academic year.</li> </ul>

<p><b>Communications strand</b> Strengthen reporting lines to University on all lists provided to the library</p>	<ul style="list-style-type: none"> <li>• Semester reporting of mandate compliance to Heads of School.</li> <li>• University wide reporting to LTC on levels of School compliance in place on a biannual basis</li> <li>• Additional detailed Reports on lists published is available for Teaching Directors and school managers on request</li> </ul>
<p><b>Communications strand</b> Raise issue of Reading list mandate and low level of lists being submitted to the library at Faculty LTQC and School boards</p>	<ul style="list-style-type: none"> <li>• Reading lists have been discussed SSF LTQC in January 2017 LTC16D098 / LTC16A004 - minute as item (B6) with the steer for Teaching Directors to ensure their schools publish Reading Lists via Talis.</li> <li>• FMH LTQC has requested all module organisers use Talis (FMH LTQC 28/09/16/ - document 16D01). Library staff will revisit the issue with faculty in due course.</li> <li>• Library Academic Team will take a paper to the HUM LTQC in May and Library staff will attend SCI LTQC in June.</li> </ul>
<p><b>Communications strand</b> Revisit effectiveness of Mandate and make case</p>	<ul style="list-style-type: none"> <li>• Case for a further mandate of use of Talis for all Core reading was approved by LTC in May - see Appendix 1 for executive summary.</li> </ul>

## 2. Details of Rollover for 2017/18

Reading lists on the Talis Aspire Online Reading Lists system have been rolled over for the 2017/18 academic year. They have been rolled over into "Draft" status, and so need to be published by the academic list owner before they can be linked to Blackboard courses or be viewed by student.

This rollover has been done to give academic staff an opportunity to review and update their reading lists ahead of the start of the academic year, and to prevent students from doing preparatory reading based on an out of date reading list. When a list is republished by the academic list owner, library staff will be alerted to any changes and can order ebooks and print stock accordingly.

As such, any lists for Semester 1 of the 2017/18 academic year will need to be published by the academic list owner by the 31st July to ensure that the Library can purchase any resources needed for the start of teaching. If assistance is needed, then please contact [Lib.Reading@uea.ac.uk](mailto:Lib.Reading@uea.ac.uk)

This is to enable sufficient time for new items to be ordered for the start of teaching in Semester 1 and for students to get access to their reading prior to the semester.

We recognize that some people may not yet know which modules they are teaching until much later in the year. If this is the case, do not worry if they can't meet the end of July deadline, but please provide information via Talis as soon as feasible after that.

We will still accept reading lists all the way through to the start of the semester and beyond, but priority will be given on a first come first served basis.

All List owners have been contacted with specific instructions regarding rollover and republication on Blackboard. This process should take no more than five minutes per reading list if there have been no major changes to the course reading list.

You can find out more about the 2017/18 rollover here: <https://portal.uea.ac.uk/learning-technology/new-ways-to-engage/online-reading-lists/reading-lists-rollover-2017/18>

## **2.1 Timeline of 2017/18 rollover**

- 12<sup>th</sup> April- Start contacting list owners with “Published with unpublished changes” status lists
- 15<sup>th</sup> May – Rollover of 2016/17 lists into 2017/18 lists
- 31<sup>st</sup> May – Bulk archive 2015/16 published reading lists
- 31<sup>st</sup> July – Deadline for academic list republishing. Lists published after this point may not have library resources in stock for the start of Semester 1.
- 29<sup>th</sup> August – Bulk archive of 2016/17 published reading lists.

## Appendix 1. LTC Mandate Executive Summary

**Author: Nicholas Lewis, Library Director.**

In June 2016 LTC considered and approved a policy which requires all reading lists, regardless of format, to be submitted to the Library. A *preference* was noted for reading lists to be provided in an online format and ideally using the Talis Aspire software<sup>1</sup>.

In May 2017, LTC updated this to require that the use of TALIS software be mandatory for essential course texts (i.e. core reading) across all schools, to effectively tackle the issues the students have raised about the inconsistencies of the current process.

1. To ensure a consistent institution-wide approach to reading list provision, the fairer provision of library resources across all disciplines, and to accelerate the growth of embedded digital learning at UEA, TALIS reading list software be mandated across all modules where reading lists are relevant.
2. To support the mandate, the TALIS system be reconfigured with consistent nomenclature to denote 'Core' and 'Further' reading, with the minimum requirement being to provide the 'Core' .
3. That academics be asked to comply from the 2017/18 academic year, with an indicative target of 31st July 2017 for new lists, and rollover of existing lists, to enable sufficient time for new items to be ordered.

### The detail

For core reading, it is a reasonable expectation that a TALIS-based list should be provided for any module where a reading list could normally be expected.

The minimum level of compliance is a reading list containing the core readings for each week<sup>2</sup>.

Obviously if further readings are also recommended as part of the reading list, academics are strongly encouraged to include these on TALIS as well.

The only exceptions to using TALIS are lengthy bibliographies (c. 75+ items per module) which would be very time consuming to enter on TALIS and so will continue to be acceptable as Word or PDF files. However, in such circumstances, the mandate will still expect the provision of a basic core reading list for that module as well, made up of a subset of the readings listed in the bibliography.

### Support for academics

In response to feedback from academic staff about the ongoing need for support with TALIS, the library will relocate its Reading List administrator post in the Centre for Technology Enhanced Learning on the main Walkway, so as to be as accessible as possible for academics. To be clear, this post will continue to work alongside and support academic staff but not create the reading lists for them. Academic self-service remains the only way for this reading list service to be scaled and sustainable for the long term.

---

<sup>1</sup> LTC15M006 LTC-M3 22.06.2016 Min.150

<sup>2</sup> Core readings are defined as the materials students are expected to read over the duration of the module in order to be able to fully participate in lectures and seminars, and will obviously vary across disciplines.

## Rationale

1. The recommendation was for the use of TALIS online reading lists system for core course readings across all disciplines.
2. This is because academic-provided static reading lists, even if they are uploaded on Blackboard, are rarely provided to the Library in a timely fashion.
3. This can lead to some readings not being available via the Library at all or to insufficient copies to meet student needs.
4. This has a knock-on effect in terms of students having to purchase their own copies, an issue which adds to their living costs.
5. In addition students would like core reading identified, reducing the likelihood of having to spend money on anthologies or books where only a chapter or individual article is needed.
6. As well as reading lists, TALIS also provides digitised readings of individual chapters or journal articles<sup>3</sup>. This is particularly helpful as only approximately 1 in 3 books are available in e-book format for university libraries to purchase, so digitised readings can provide a useful substitute when only a specific chapter or article is needed.
7. Improved availability and presentation of reading lists and readings helps academic and students alike, with students potentially better prepared for lectures and seminars having read the core texts.
8. TALIS has highlighted areas of the University where core reading list provision is simply not happening consistently; previously this institutional problem has been hidden.
9. Having all disciplines use a standardised reading list system across the institution will allow for greater continuity of module and induction information for students.
10. Although initial set-up of a TALIS list can seem more time-consuming in the short term, benefits accrue in each subsequent year as the TALIS system records all changes automatically and can then roll over for the following year. In contrast, paper based lists must be printed and rechecked in their entirety every year.
11. TALIS also provides a platform for contributing to institutional learner analytics work. Use of TALIS will provide meaningful data to feed into the TEF institutional, and subsequent subject submissions, providing evidence of a quality learning environment.
12. TALIS also helps students with additional needs or those studying 'at a distance' or on placement, who may find conventional print-based materials more limiting.
13. In comparison with other HEIs, there is evidence of lower usage of subscribed online library resources at UEA. Direct linking via TALIS should help to surface those resources more often and help deliver a better return on investment for the University from materials already paid for.

---

<sup>3</sup> TALIS is now the only assured mechanism for the University to offer digital chapter scans that is fully compliant with the CLA HE license.