

LIBRARY & LEARNING SERVICES

Guidance on new courses, new modules and minor modifications

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1. General

This guidance should be read in conjunction with the [Course Planning and Approval Handbook](#) issued by Academic Services and its purpose is to provide some detail about managing the required consultation process with Library and Learning Services. Although the Director of Library Services will normally provide the proposer with a statement about Library resources for new courses, new modules and minor modifications, it will be based on advice from the relevant Subject Librarian. Academic staff are advised to discuss any curriculum developments or changes with the appropriate [Subject Librarian](#) for their School.

Throughout higher education, perceived deficiencies in relevant stock are almost always the main cause of student dissatisfaction with library resources. If unaddressed, this feeds into measures of student satisfaction like the NSS, damaging the reputation of our courses. Good communication between the Schools and LLS is vital to improving this perception and ensuring the quality of our services.

The standard procedure for consulting LLS on **all** new or modified provision is:-

1. Email the required information (described in detail below) to the Director of Library Services and the relevant [Subject Librarian](#).
2. The Subject Librarian will assess the proposal and discuss any resource implications with the Director of Library Services.
3. The Director of Library Services will email comments to the proposer or complete the stakeholder approval proforma as appropriate.
4. We need at least **two weeks** to assess all proposals and for the Director of Library Services to sign any required approval proformas, particularly as there are certain times of year when many such proposals require responses.
5. The process with regard to partner organisations (Collaborative Provision) is covered in paragraph 5 of this document.

2. New Courses

2.1 New Courses: Outline Planning

Most new courses may have major implications for LLS resources. We will generally seek additional start-up costs to buy new stock. Academic Services will email the Outline Plan to the Director of Library Services who will consult with the relevant Subject Librarian. The Outline Plan includes:

- An outline of the new course's content (no reading lists at this stage but enough information for LLS to consider the overall impact and any start-up costs)
- Estimated student numbers
- Proposed start-up costs in the financial spreadsheet
- Start date

Following discussion, the Director of Library Services will email a statement to the proposer, outlining the LLS view on the planned course.

If the Outline Plan is approved by VCEG prior to 31st March, LLS will bid for any estimated start-up costs as part of our annual budgetary discussions with the Chief Operating Office. If successful, these funds become available on 1st August.

2.2 New Courses: Detailed Planning (Student Handbooks) and Re-approvals

The Director of Library Services must approve the draft Handbook of any **new or re-approved** course before it goes to AQSC Programme Approval and Review Subcommittee. The Handbook should be emailed to the Director of Library Services who will consult with the relevant Subject Librarian, about:

- **Reading lists/key texts and websites** for each module descriptor. "Key texts" can be interpreted in the broadest sense, allowing books, e-books, e-journals, trade magazines, DVDs, sheet music, subscription databases, study packs, websites[1], etc. Reading lists should follow the bibliographic referencing convention used by your department. **A module descriptor is incomplete without a reading list and LLS will not approve it.**
- **Learning resources:** the Library should be included in this part of the descriptor, listed as "University Library print and electronic resources" although "learning resources" can be defined more widely as including facilities such as IT resources and specialist equipment.
- **Information and digital literacy skills:** these are currently included in the Graduate Attributes set and the proposer is encouraged to liaise with their Subject Librarian on the provision of information and digital literacy skills training for students on the new course.

Following discussion, the Director of Library Services will complete and return the **Approval Proforma** to the proposer. The briefing paper that the proposer takes to AQSC Programme Approval and Review Subcommittee should include these discussions and comments. If a re-approval, the documentation must also include the stakeholder approval proformas.

After final approval and depending on budget availability, LLS will buy any new stock required. Generally, the lead-in time for making new stock available is approximately four weeks.

3. Minor modifications

New or modified modules should not require any additional funding beyond the annual LLS revenue budget, *i.e.* the bookfund that is allocated by LLS to each Subject Librarian on the basis of FTE student numbers. If the LLS bookfund is unable to support the purchase of new material, the Dean of School may wish to authorise the transfer of additional funds to LLS.

Academic Services' guidance indicates that two weeks' notice should be given to stakeholders when seeking their approval. LLS is a stakeholder in this process and must be consulted before a minor modification is taken to School Board, evidenced with a date on the accompanying **Minor Modifications checklist**. New module descriptors should first be emailed to the Director of Library Services who will consult the relevant Subject Librarian about:

- **Reading lists/key texts & websites** for each module descriptor. "Key texts" can be interpreted in the broadest sense, allowing books, e-books, e-journals, trade magazines, DVDs, sheet music, subscription databases, study packs, websites¹, etc. Reading lists should follow the bibliographic referencing convention used by your department. **A module descriptor is incomplete without a reading list and LLS will not approve it.**
- **Projected student numbers and start date**, particularly important for new modules.
- **Learning resources:** the Library should be included in this part of the descriptor, listed as "University Library print and electronic resources", although "learning resources" can be defined more widely (for example, in the NSS) as including facilities such as IT resources and specialist equipment.

Following discussion, the Director of Library Services will email comments to the proposer, which will allow the **Minor Modifications checklist** to be completed. If the modifications are approved by School Board, depending on budget availability, LLS will purchase any items not already in stock.

4. Revised reading lists

Changing only a module's reading list is not classed as a minor modification. However, we strongly recommend that academic staff send all revised reading lists to their Subject Librarian who will check that LLS stocks the relevant material. Otherwise, student satisfaction may suffer, which will adversely affect module evaluations, the Library Annual Survey and the NSS.

5. Partner organisations (Collaborative Provision)

As with BSU provision, it is required that Schools consult with LLS about any proposed new courses or minor modifications before they go to the relevant School Board. It should be noted that:

- Responsibility for providing learning resources is with the partner organisation. BSU Library and Learning Services does not manage partner libraries and receives no funding to provide services on their behalf.
- We are nonetheless keen to encourage good library provision at partner organisations as part of the University's commitment to ensuring a high quality student experience.

LLS will therefore make an additional check on any proposed new courses or minor modifications at franchised partner organisations. We will forward the proposals to the partner organisation's Head Librarian (or equivalent), asking them to confirm:

- Whether they have been consulted about the anticipated learning resource requirements
- Whether key texts and learning resources can be provided from the partner library's existing budget
- Whether key texts and learning resources will be in place for the start date of the course or module

As with BSU modules, **a module descriptor is incomplete without a reading list and LLS will not approve it.**

Based on this information, the Director of Library Services will email comments to the School.

As the process is complicated, we need at least **two weeks** to respond to new courses or minor modifications relating to a partner organisation.

Subject Librarians will always be pleased to assist or to answer questions about any aspect of this process.

Alison Baud, Director of Library Services
revised March 2015

[1] Free websites can be included, but it is advisable not to include the URLs of specific pages (given the short lifespan of web URLs).

NEW COURSES/PROGRAMMES AND MINOR MODIFICATIONS

Procedures for reviewing by LLS staff

The Library is required to sign all these off and/or make detailed comments on any omissions or errors of fact concerning LLS and on the costs of putting resources in place for the new course/programme. [Guidance](#) is available for Schools on what the Library requires: all Subject Librarians should be completely familiar with this document and apply it during their close examination of documentation.

For **new programmes**, the [University procedures](#) indicate that:

- Initial proposals and costings (**outline plans**) are collated by Academic Office, go to stakeholders (of which LLS is one) and finally to the VC for approval: there are no reading lists, etc. at this point but the Director of Library Services will comment on the general resource implications of the proposals.
- Then **detailed planning** takes place, resulting in a handbook with module descriptors, Library and other information. The Director of Library Services is a stakeholder in this process and must complete and return an Approval Proforma, including comments as appropriate. Any stakeholder may decline to approve a programme if they have sufficient grounds.
- The proposals go to the appropriate School Board and then to the **AQSC Programme Approval and Review Subcommittee** for final approval or rejection. The Library does not have a member on the [subcommittee](#).
- Finally, the **Academic Quality & Standards Committee** (AQSC) receives a list of the provision that has been approved.

Regarding **Minor Modifications**:

- Despite the name, these can refer to major changes to existing programmes (e.g. change to course regulations), major changes to existing modules (e.g. credit weighting), new modules or minor changes to existing modules (e.g. change to assessment tasks).
- No more than three core/compulsory modules or six optional modules may be modified in the period between periodic reviews. Requests for minor modifications that exceed this limit will be referred to AQSC.
- They are normally dealt with by the appropriate **School Board** but the Director of Library Services must be consulted to ensure resources are still adequate. This is usually done in an email. It is an opportunity to review Library resources as in 3, 4 and 5 below.
- Once approved, the School Board will report all minor modifications to the last **AQSC** meeting of the academic year, usually in June.

PRINCIPAL MATTERS TO TAKE INTO ACCOUNT

Please note: it is **not** the responsibility of the Director of Library Services who, given the large number of these requiring approval each year, does not have the time or detailed knowledge to read the documentation closely to compile comments - this is delegated to the Subject Librarian for the School who, in turn, may ask the Procurement Team leader and/or the Senior Library Assistant who manages the Library helper team for assistance in checking and/or pricing reading lists. Library helpers have specific guidance on how to do this to the required standard.

The response prepared should be exhaustive and formatted so that the Director can cut and paste into a proforma or email as necessary: this means there should be no spelling or grammatical errors or informal language. Remember that this is an official, documented University process and any errors or omissions will reflect adversely on the service and on the Director personally.

When preparing a response for the Director to convey to the School, the following areas should be examined **thoroughly** and, as appropriate, commented on.

1. Location

- Where will the course/module be run? This is crucial from the point of view of collection management.
- If the subject is spread over more than one campus, will duplication be a problem? Bear in mind the transport service to other campuses.
- Can we resource through e-books or other e-resources? Remember that Corsham Court in particular but also Newton Park and Sion Hill have limited shelf space and a stringent weeding programme is implemented to ensure there is capacity for new stock.

2. When the course/module is running

- Is the course/module running during the normal academic year?
- Are there multiple access points through the year?
- Is it running in the summer vacation (when all libraries have limited opening hours and are not open at weekends)?
- Is it a distance or low residency course/module which will require e-resources to be prioritised and/or online skills training required?

3. General information on the Library, including the Writing & Learning Centre

- Is the department correctly identified as Library and Learning Services? Rather than “Library and Information Services” (old title).
- If handbooks give information on the Library and WLC, is it correct or outdated?
- Are any links given correct and up-to-date? There is a standardised template at Appendix 1 that should be suggested to Schools if the information they are providing is not adequate.
- Look particularly for instances where the Library and the WLC are separated in the handbook: the WLC is part of the Library and should be indicated as such or they should appear together.
- Look for any other references to library resources, facilities or services in the documentation.

4. Learning resources, bibliographies, reading lists

- Are the contents of reading lists in library stock or not?
- Are the contents of reading lists up-to-date, given the subject area? Are editions the latest ones? Are the bibliographic details correct? If not, students will not find them on the catalogue.
- Given projected student numbers, how many copies of key texts are likely to be required? Are they available as e-books?
- If material is not in stock, what would the cost be of acquiring it? Can bookfund allocations meet the cost or do we need to indicate start-up costs over one or more years?
- Are e-books available in this subject area?
- What journals are cited and/or required? Remember the [e-journals strategy](#).
- Remember that journal subscriptions are ongoing commitments.

- What e-resources will best support this course/module? Are they mentioned? Are any others mentioned or likely to be recommended? If so, what is the cost?
- Are there any implications for copyright or the CLA licence? Are any images included given appropriate attributions?
- Are information/digital literacy skills sessions embedded in the course/module?

5. Referencing

- Are reading lists or bibliographies in a prescribed format (currently standard Harvard or MHRA)?

Examples of recent approval proforma responses and email responses to minor modifications are at Appendix 2.

APPENDIX 1: STANDARDISED LLS WORDING FOR HANDBOOKS

NEWTON PARK BASED MODULES/COURSES

Library and Learning Services

Whichever campus you study on you will have access to the University Library at Newton Park which is open from 8 am to midnight, Monday to Friday, and 9 am to 8 pm at weekends. There is a group working area and a bookable room for student project work, as well as traditional quiet and silent study facilities. There is also a specialist art and design Library at Sion Hill which is open from 8.45 am to 7 pm, Monday to Friday, and 1 pm to 5 pm at weekends. The Library at Corsham Court serves the needs of postgraduate students and researchers. These facilities are further supplemented by more collaborative spaces, bookable pods and quiet study rooms in the Learning Commons which are available 24/7.

In addition to print books, the Libraries provide a range of DVDs and CDs, and a wealth of electronic resources, including over 4,000 e-books and around 20,000 academic e-journals. Key texts and journal articles are increasingly available in e-format, to ensure you have 24/7 access to them.

[Course name] is supported by a dedicated Subject Librarian with subject knowledge in your area. They provide training with online library resources and can offer advice with your research. You can also register with the SCOUNL Access scheme, which enables you to use other UK academic libraries.

For further information, including access to the catalogue, opening times and contact details, please see the [Library website](#).

Writing and Learning Centre

Part of the Library at Newton Park is the [Writing and Learning Centre](#) (WLC). This service is available to all students and WLC staff can assist with academic writing, referencing, time management and critical thinking to help you reach your full potential during your degree. No matter what your grades or what you are studying, WLC staff can help. Appointments with them are also available at Sion Hill and Corsham Court: see the web pages for details of times and places.

Students with dyslexia or other specific learning needs are welcome to use the WLC but should also contact [Student Support](#).

SION HILL BASED MODULES/COURSES

Library and Learning Services

There is a specialist art and design Library at Sion Hill which is open in term-time from 8.45 am to 7 pm, Monday to Friday, and 1 pm to 5 pm at weekends. There are quiet and group study facilities available. Whichever campus you study on you will have access to the University Library at Newton Park which is open from 8 am to midnight, Monday to Friday, and 9 am to 8 pm at weekends. The Library at Corsham Court serves the needs of postgraduate students and researchers. All these facilities are further supplemented by more collaborative spaces, bookable pods and quiet study rooms in the Learning Commons which are available 24/7.

In addition to print books, the Libraries provide a range of DVDs and CDs, and a wealth of electronic resources, including over 4,000 e-books and around 20,000 academic e-journals. Key texts and journal articles are increasingly available in e-format, to ensure you have 24/7 access to them.

[Course name] is supported by a dedicated Subject Librarian with subject knowledge in your area. They provide training with online library resources and can offer advice with your research. You can also register with the SCONUL Access scheme, which enables you to use other UK academic libraries.

For further information, including access to the catalogue, opening times and contact details, please see the [Library website](#).

Writing and Learning Centre

The [Writing and Learning Centre](#) (WLC) is based at Newton Park Library but its services are available to all students. WLC staff can assist with academic writing, referencing, time management and critical thinking to help you reach your full potential during your degree. Appointments with them are available at Sion Hill and Corsham Court: see the web pages for details of times and places.

Students with dyslexia or other specific learning needs are welcome to use the WLC but should also contact [Student Support](#).

CORSHAM COURT BASED MODULES/COURSES

Library and Learning Services

The Library at Corsham Court serves the needs of postgraduate students and researchers and is open from 8.30 am to 8 pm Monday to Friday and Saturdays 10 am to 5 pm. It is staffed 9 am to 5 pm Monday to Friday so students are advised to make an appointment with the Librarian there if they wish to discuss something particular. Whichever campus you study on you will have access to the University Library at Newton Park which is open from 8 am to midnight, Monday to Friday, and 9 am to 8 pm at weekends. There is also a specialist art and design Library at Sion Hill which is open from 8.45 am to 7 pm, Monday to Friday, and 1 pm to 5 pm at weekends. All these facilities are further supplemented by more collaborative spaces, bookable pods and quiet study rooms in the Learning Commons which are available 24/7.

In addition to print books, the Libraries provide a range of DVDs and CDs, and a wealth of electronic resources, including over 4,000 e-books and around 20,000 academic e-journals. Key texts and journal articles are increasingly available in e-format, to ensure you have 24/7 access to them.

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Students with dyslexia or other specific learning needs are welcome to use the WLC but should also contact [Student Support](#).

APPENDIX 2: EXAMPLES OF RESPONSES TO CONSULTATIONS

Approval proforma:

Email response for minor modifications:

(1)

FL5020-40 Short Film Production

MP5012-40 Short Film Production

CS5035-40 Short Film Production

As we understand it, these modules are all the same in order to make them acceptable on different routes: it may be necessary therefore to acquire extra copies of some texts to meet demand. It would be helpful if the module leader will keep the Subject Librarian (Mark De Fleury) informed of student numbers.

All the books mentioned in the bibliography are in stock, however, it should be noted that there are 2013 editions of print and electronic versions of the following titles: *Grammar of the Edit* and *Grammar of the Shot* by Christopher Bowen and Roy Thompson (the reading list is citing the 1998 editions – out of print). There is also a 2010 edition of *Producing and Directing the Short Film and Video* and a 2008 edition of *Setting Up Your Shots: Great Camera Moves Every Filmmaker Should Know*. Unless there is a strong academic rationale the bibliography should be updated to reflect the newer editions which are in print.

Please could you confirm when the above changes are made?

Otherwise, these are fine, thank you for consulting Library & Learning Services.

(2)

CS5009-20 Scripting for Screen

As we understand it, CS5009-20 is the same as a previously approved module, FT5003 which will run in 2015/16 and this modification is to make it acceptable to other routes. We are lacking one book (Tierno) on the reading list so this should not be a problem as far as finances are concerned. If student numbers rise significantly, then the module leader should inform the Subject Librarian (Mark de Fleury)

Otherwise, this is fine, thank you for consulting Library & Learning Services.