Guidelines and Checklist for Format of Student Texts for the Library

When acquiring student texts (however to be funded), consideration will always be given to e-format, assuming that an e-version exists or that we are licensed to create one. Texts might include articles through e-journal subscriptions, HERON digitisations, postings on the web, and e-books.

Factors to be taken into account include:

Broadly in favour of e-format
- E-texts are likely to be available 'anytime, anywhere', a proven and widely-appreciated benefit
- Can be linked where required to Talislist and WebCT
- Savings on space, repair, shelving
- Strong recommendation from tutor
- Characteristics of target group, e.g. (probable) ease of use for students with disabilities
- Mode of delivery of course: e-texts will probably be particularly appropriate for online/distance learning courses, which may additionally be targeted at the unregulated market and so have access to sources of extra funds
- Timing of course: evening, summer, or crossing the boundaries between semester and vacation

Neutral
- Size of class
- Length of work to be read - chapter(s) or full work?
- Cost-effectiveness, taking all factors into account

Broadly against e-format
- Student access to PCs
- Cost to the individual student of the likely amounts to be printed out
- Possible downloading problems for students using their own PCs
- Whether full work is cheaply and readily available in paperback format
- Permanent copy would be required for the library collection

In general, it is worth trying to identify and focus on courses where critical mass in e-format could be achieved, to encourage take-up.

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