Tips for creating Reading Lists Online for Approval/Review events.

What is the panel looking for?

✓ Resources that are linked to the indicative content.
✓ Currency of the titles.
✓ Appropriateness of the resources to the level of the Module.
✓ Appropriateness of the resources to the type of course (e.g. for online distance learning)

How to create the list

- Existing lists can be copied but check for the things listed above.
  - Find the list you want to copy. Click on ‘Edit’ and select ‘Copy’ from the drop down menu. Fill in the details on the form that appears. Please ensure you change the Title and add ‘Subject to Approval’. Untick the box ‘Copy hierarchy associations to new list’. Then click ‘Create’.

- See the information on creating a list from scratch at: [http://libguides.tees.ac.uk/RLO/creating](http://libguides.tees.ac.uk/RLO/creating)

- Make sure ‘Subject to Approval’ is added to the title of the Module.

- **DO NOT** add a time period e.g. 2019/2020.

- Only publish your list once you have finished working on it.

- A Module Code is not needed to create RLOs.

Resources to include

- What is already in stock in the Library? Use the Discovery search engine to find books (print and electronic), journal articles, conference papers, newspaper articles.

- Use Amazon or Publisher websites to fill in gaps in subject coverage. (NB when using Amazon ensure the item is not Out of Print or only available as a Kindle version).

- Don’t forget other Library resources such as journals, databases, video tutorials. Check your subject LibGuide to see what is listed.

- Link to items on the internet.

- For information on how to add these resources to RLO see: [https://libguides.tees.ac.uk/RLO/editing](https://libguides.tees.ac.uk/RLO/editing)