Welcome

This is the fifth issue of the RLO (Reading Lists Online) newsletter, which showcases new and existing features, exciting developments and helpful information.

If you have any questions or suggestions for topics we can cover, please contact libraryhelp@tees.ac.uk

Most viewed lists in Semester 1

This graph shows the top 10 lists (based on number of clicks/views) during Semester 1 (23 September 2019 - 17 January 2020).

<table>
<thead>
<tr>
<th>Reading List Name / Module Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing People in Organisations (HRM) (HRM4035-N)</td>
</tr>
<tr>
<td>Agile Management (HMR2072-N)</td>
</tr>
<tr>
<td>Current Issues in Business Ethics &amp; CSR (HRM3046-N)</td>
</tr>
<tr>
<td>Psychological Research Design and Analysis 1 (PSY1001-N)</td>
</tr>
<tr>
<td>Critical Thinking about Psychology (PSY1027-N)</td>
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<tr>
<td>Organisational Theory and Research (HRM1086-N)</td>
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<tr>
<td>Developing the Nursing Contribution to Continuous Improvement in Health and Social Care Practice (SDH3033-N)</td>
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<tr>
<td>Core Skills and Techniques (ELL4026-N)</td>
</tr>
<tr>
<td>Global Economics &amp; Business Operations (BIN3022-N)</td>
</tr>
<tr>
<td>Understanding Organisations (HRM1088-N)</td>
</tr>
</tbody>
</table>
Updated guidance for reading lists: making your lists inclusive

It’s important to ensure that reading lists are current and inclusive. So try to include a diverse range of resources to ensure there is not a race/gender/geographic/demographic bias.

Check out the updated Top Tips document [here](#).

Check, edit, publish!
Remember to check, edit and publish your semester 2 reading lists – they are already visible to students, but may need updating.

- **Check** the list is up to date. Is the module title correct? Is it attached to the correct module code (if not, contact the library)? Have you included a range of relevant, current resources?

- If you need to make any changes, you need to **edit** the list. Remove any items which you no longer want and add any new resources you would like your students to consult.

- When you have finished checking and editing your list, remember to **publish** it! The earlier you publish your list the sooner the Library will be able to order new books & resources, and check for new editions.

For more information see our [LibGuide](#).

How many people are viewing your lists?

If you want to know how many people are viewing your lists, you can check the analytics for your list in RLO (in the View & Export drop down menu):

![View & Export](image)

You can look at the total number of page views or you can specify a specific date range.

Information on how to do this, as well as the latest weekly statistics for RLO, is available here: [http://libguides.tees.ac.uk/RLO/weeklyusage](http://libguides.tees.ac.uk/RLO/weeklyusage)

There have been some interesting destinations mentioned in the weekly usage stats recently, indicating that people have been viewing reading lists from New York, Chicago and Santa Clara!
RLO - Did you know? – Myth busting some common misconceptions about RLO

**Myth**
At the start of a new semester there is no need to edit and publish your reading list if there have been no changes.

**Fact**
If you don’t edit and publish your reading list at the start of the new academic year or semester, the library will not check for new editions or if additional copies are needed. You must edit and publish your list so that the library can carry out these checks in good time.

**Myth**
List owners are permanent and cannot be changed.

**Fact**
List owners can be changed at any point using the Edit drop down box. Just click on ‘Assign List Owner’ and search for a name. You may want to do this if you have recently been given new modules to teach.

If you would like any help or advice on how to do any of the things mentioned above try our LibGuide or contact the library.