Resource Lists: Information on lists to be archived

We have been using our current Resource List system, Leganto, since 2017. As a result, there may be up to six different versions of a Resource List available to students. Pre-current lists are not maintained by the Library and many may have broken links or may not provide access to the e-books we have purchased since the pre-current lists were set up.

In September, Library Committee approved the Library's proposal to introduce a Resource Lists Retention Policy. It was agreed that the Library will provide access to Resource Lists for the current academic year plus the two previous academic years.

Therefore, Resource Lists from academic years 2017/18, 2018/19 and 2019/20 will be archived on **Tuesday 10 January 2023**. Course Organisers and students will continue to have access to Resource Lists published for courses in 2020/21, 2021/22 and 2022/23.

Archived lists are not deleted and can be re-instated on request, if required, at any time.

Going forward, the Library team will archive the oldest Resource Lists immediately after rollover each year (each June). As an example, this means that in June 2023, lists from 2020/21 will be archived and lists from 21/22, 22/23 and 23/24 will be available to students and Course Organisers.

Reducing the number of versions of a course Resource List should also make it easier for Course Organisers to manage their lists.

Before lists are archived on 10 January, if students and staff would like to keep copies of older lists, they can export

earlier versions of lists to a variety of formats. Information on how to export a Resource List to a PDF or Word document is available on the Resource Lists FAQ pages for [Course Organisers](#) and [Students](#)

In general, student usage of pre-current lists is extremely low or non-existent. However, there is a small number of pre-current Resource Lists still in regular use. The Library team will contact the relevant Course Organisers before 10 January to discuss how best to manage these lists. If you already know that you are using a list that's not associated with 2022/23 course code (check the code at the top of your list), please get in touch.

Resource List Semester 2 Deadline

Updates to existing lists

Please review and update your existing lists for Semester 2 and send them to the Library for review by **Monday 24 October** using the 'Request Library review' button at the top of the list.

New Resource Lists

If you would like the Library to set up a new Resource List for your course, please provide the information requested on the [online form](#) and submit it by **Monday 24 October**.

Prioritise list citations

Remember to prioritise items on your lists using 'Essential', 'Recommended' and 'Further reading'. The priority tags and student numbers inform the action the Library will take. You may also identify one 'key text' per course for which the Library will take additional steps to provide e-book access. [Guides and short videos](#) are available to help you update existing list and set up new ones.

List visibility

I would like to remind you that Resource Lists can be accessed without a University login via http://resourcelists.ed.ac.uk/ Subscription resources (e-books, e-journal articles etc), any uploaded PDFs and scans provided by the Library can only be accessed by staff and students. If you would like to restrict access to your list to staff and students only, please use the 'Library Discussion' on the list to add a note before you send your list for review or contact Library.Learning@ed.ac.uk If you plan on using the online form to submit a new list, there's an check box you can use to let us know your visibility preference.

Help and support

Please contact Library.learning@ed.ac.uk if you have any questions or would like to arrange a Resource Lists training session.

Resource Lists: Rollover w/b 6th June

The annual Resource Lists rollover is scheduled for w/b 6th June 2022. Below is some information about the rollover process.

Rollover
On 6th June we will start our annual Resource Lists rollover when we will copy lists used in 2021/22 and create a new version for use next academic year (2022/23). Lists from 2020/21 will also be rolled over if the corresponding course is delivered in 2022/23 but didn't run this year.

Action required
No action is required from you until the rollover is complete. However, if you would like to start working on a Resource List for 2022/23 before 6th June, please contact Library.Learning@ed.ac.uk and they'll set you up with a new version of your list to edit before the rollover is complete.

Change freeze
Please do not edit your 2020/21 list after 5pm on 3rd June as any changes made after this time may not be rolled over.

What will happen after rollover?
Your new 2022/23 Resource List will be available to review and edit via http://resourcelists.ed.ac.uk and from the new course instance in Learn.

During week beginning 6th June, the current 2021/22 version of your Resource List will become read only. Students and staff will still be able to access previous years' lists either via the corresponding year's course in Learn or by searching on the Resource Lists homepage: http://resourcelists.ed.ac.uk.

Next steps

An email will be sent w/b 6th June to let you know rollover has completed as expected and provide more information on updating and setting up new lists for academic year 2022/23.

In the meantime, you'll find more information on using Resource Lists to request materials for teaching in 2022/23 on the [Resource Lists webpage.](#)

The Resource List deadlines are:

- Semester 1: Monday 4 July 2022
- Semester 2: Monday 24 October 2022
- Term 3: Monday 16 Jan 2023

If you have any questions or would like to arrange a training session or 1-2-1 via Teams, please get in touch with Library.Learning@ed.ac.uk.