

# Requesting new readings as course materials from the LIS - process

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## **PURPOSE**

The purpose of this process is to provide a systematic and transparent framework for faculty members to request, justify, and facilitate the acquisition of new readings as essential course materials through collaboration with the Library & Information Services (LIS) department at GIHE.

By following this structured process, faculty members can effectively request new readings to be purchased by the LIS department, thereby enriching the educational experience for students.

Please consider that it may take up to 1 month to obtain all approvals and acquire the readings.

## **STEP 1: IDENTIFY REQUIRED READINGS**

*Determine course requirements:* Review the course syllabus to identify any gaps or updates in required readings.

*Evaluate current resources:* Assess the availability and adequacy of existing resources in the library for the course material.

## **STEP 2: COMPILE A LIST OF MATERIALS**

*Create a list:* Compile a comprehensive list of the new readings and materials required for the course in APA style.

*Include details:* Provide full bibliographic details for each reading, including author(s), title, edition, ISBN, publisher, and publication year.

*Justify selections:* Include a brief rationale for each reading, explaining its relevance to the course objectives (e.g. is there an activity linked to the reading?) and its importance in enhancing student learning.

## **STEP 3: SUBMITTING THE REQUEST**

After ensuring all information is accurate and complete – including personal information, course details, and specifics of each requested reading – submit the request via email at [library@glion.edu](mailto:library@glion.edu). Please include any supplementary documents or syllabi that support the need for the requested materials.

## **STEP 4: FOLLOW-UP AND COMMUNICATION**

The LIS staff will get back to you regarding availabilities. Please be available to respond to any queries for clarification from the LIS staff regarding the requested materials to speed up the acquisition process.

## **STEP 5: REVIEW AND IMPLEMENTATION**

*Review decision:* Upon notification of the library's decision regarding the requested materials, review the outcomes and any conditions associated with the acquisition.

*Communicate with Students:* Inform students of the availability of the new readings once they are acquired and accessible through the library's collection.

*Integrate materials into course:* Incorporate the newly acquired readings into the course curriculum – on the Moodle course page using LTI links, as well as with explicit and detailed instructions to students about:

1. Which pages, chapters or sections do they have to read?
2. The post reading activity do they have to carry out - summarize the text? Find examples in the text? Compare the text to another source? Write a personal reaction to the material? etc.
3. The purpose of this activity, what will students gain by carrying out the activity? How will this activity help them towards the course learning outcomes? the course assessments?

## **STEP 6: EVALUATION AND FEEDBACK**

*Assess impact:* Evaluate the effectiveness of the newly acquired readings in enhancing student learning outcomes and check engagement (Moodle analytics).

*Provide feedback:* Offer feedback to the library department regarding the acquisition process and the usefulness of the acquired materials for future reference.

*Revise as necessary:* Based on the feedback received, make any necessary revisions to the course materials and future acquisition requests.

## **CONTACT US**

If you have any questions, concerns, or requests regarding this process, please contact us at [library@qlion.edu](mailto:library@qlion.edu).

## **REVIEW AND APPROVAL:**

This process was last updated on 31.01.2024.

## **DOCUMENT HISTORY**

Original proposal by:  
Head of Library & Information Services

Date of original proposal:  
31.01.2024

Dates of all revisions:  
31.01.2024

**SIGNATURES**

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