Class Creation Checklist

This checklist is designed to support the creation and review of classes. It gives basic guidance for what to consider in relation to Library resources and information literacy skills to support teaching.

- **Student status**
  - What is the registered status of the students? On campus? Distance learning? Overseas campus based? etc.
  - The official registration status of students impacts their ability to use some Library services such as SCONUL membership, the Inter-Library Service and postal loans. It can also impact on their use of some electronic Library services such as eBooks and databases.

- **Help and support**
  - Basic Library induction information should be included (see YourSkills@Library in MyPlace and the ISD Student Guide), basics to include are:
    - Where is the Library?
    - What are the opening hours?
    - What are the office hours of subject specialists?
  - 24hr email and phone number for all ISD enquiries (Library and IT).

- **Information literacy / digital skills**
  - What information skills do you expect students to have? Some things to consider include:
    - Internet searching
    - Understanding of referencing and plagiarism
    - Searching the Library catalogue
    - Using specialist search tools (databases and journal collections)
  - Your Faculty Librarian can provide help and advice in teaching these skills.
Library resources and reading lists
  - Have you collated a reading list?
  - Are the books and journals available in the Library?
  - Are they available in electronic format? If not, how will you provide equitable provision to off-campus students?
  - AV resources can be made available using Planet eStream, with the Connect feature enabling you to search for previously broadcast programmes to include in classes
  - Faculty Librarians can help source materials to support teaching in a variety of formats, e.g. finding comparable texts which may be available in electronic format when your first choice of text isn’t
  - The Library can populate the Library Links MyPlace block by linking texts to their associated class – send reading lists to the Library for this to be completed on your behalf

Licences
  - The CLA licence allows copying and digitisation of printed materials to support teaching and learning
    - up to 10% or 1 chapter of a book may be scanned
    - up to 10% or one article of a journal issue
    - up to 10% or one paper of one set of conference proceedings
    - up to 10% or one case of one report of judicial proceedings
    - up to 10% of an anthology of short stories or poems or one short story or one poem of not more than 10 pages
  - All scanning should be done by the Library’s Digitisation Service
  - The ERA licence allows the use of TV and radio programmes to support teaching and learning for students in the UK
  - Advice in relation to Copyright clearance and negotiation is available to ensure all materials are being used legally and fairly

Contact help@strath.ac.uk with any questions or for further information on the services and advice noted above.