Provision of Textbooks at Curtin Library

Curtin Library aims to assist students in their studies by providing access to both the essential and recommended resources they need for their units. The University’s Course Approval and Quality Manual (section 6.4 Textbooks) states that the Library must be notified of required textbooks and readings.

The Library uses a Reading List service to order essential and recommended resources for the collection, and to ensure that the required number of physical copies are held. This is done in accordance with the Library’s Collection Principles.

Wherever possible, the Library will provide electronic access for both textbooks and books. It should be noted, however, that textbooks are often unavailable in electronic format for the Library to purchase for student use.

How to notify the Library about the prescribed textbook in your unit

If the unit does not have a Reading List, please create one using the instructions found at http://library.curtin.edu.au/find-resources/reading-lists/where-do-i-start/.

Once the Reading List is in place, follow the steps described below.

Adding a prescribed textbook to your Reading List

1. Open the Reading List and click on the + button to access the Search tab
2. Perform a Search to find existing records that relate to your item
3. Highlight the correct record and select Add to add the citation to your Reading List
4. Go to the citation and click the Add tag to Items link
5. Click in the white box to open the drop-down menu
6. From the drop-down menu, select the Prescribed Textbook tag
7. If the item should be moved to one of the Library’s High Demand collections, also select the “Move to High Demand Collection – [campus]” tag
8. Click Save

This tag is for the information of Library Staff only and is not seen by students.

Use the Essential Reading and Recommended Reading tags in the same manner to flag readings as essential or recommended as appropriate. If it is necessary to order these resources as print books then these tags will be used to determine the appropriate number of copies that should be held by the Library. Please note these tags can be seen by students.

If you cannot find your item refer to the instructions on how to make a Purchase request and then tag the citation with the correct Tag.

Occasionally, requested items may not be appropriate or possible to acquire for the Library collections. If this is the case, you will be advised by the Library that the material cannot be acquired.

Unless the Library is notified of the required prescribed textbooks and they are tagged correctly, the Library will not be able to order the correct number of prescribed textbooks for students.

For any assistance with using Reading Lists, please contact reserve@curtin.edu.au.