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 Quality Manual (2.6 Learning Resources) states that the Library must be notified of essential learning resources.

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 where appropriate. 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://assets.library.curtin.edu.au/infolit/reading-lists/ .

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. Check the box "**Prescribed learning resource for this unit**".
5. Click **Save**

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

Use the **Essential** and **Recommended** 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.

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 learning resources and they are tagged correctly, the Library will not be able to order the correct number for students.

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