

Law Resource List guidance

Introduction

Staff at the School of Law will be aware that the procedure for requesting materials for teaching is to use a Resource List. Training is available for staff new to using Resource Lists on the library webpages, and support for constructing lists can be made available for new courses.

It has been highlighted to the Law Library Committee that additional guidance on what is expected from Course Organisers would be appreciated. This document has been created to provide bespoke guidance on what to include and how much detail to provide on lists. This should serve as a recommendation for standard practice, though it is understood that each course will have different requirements and that the structure and contents of lists are at the discretion of the Course Organiser. This document is intended to support the training already available from the Library Learning Services team, not replicate nor replace it.

Suggested structure

The most straightforward way to structure lists is to provide resources in order of priority: Essential/Recommended/Further Reading. Some Course Organisers prefer to use a Week-By-Week format which students have indicated a preference for. Notes can be added to describe the relevant chapters that are required reading in advance of seminars.

Items which MUST be included

Please ensure that you do include:

- Essential and Recommended books that students will need to access. This allows the library to understand demand for items and provides evidence of use. This is key information as it informs the purchases that we make.
- Any new items you wish the library to purchase, tagging them as Essential or Recommended, then send your list to the library for review. The Library will check availability of all Essential and Recommended items and purchase online access, if possible, or print copies to meet the agreed ratios.
- Requests for scans of chapters or articles to be digitised. Make sure citations are tagged as Essential or Recommended, add chapter details or page numbers to the student note field and then send the list to the Library for review. In general, the Library can provide a scan of 10% or one chapter (whatever is the greater) if the title is covered by the CLA licence.

Items which MAY be included

You can add items which do not fall into the categories above to aid your students in finding them. For example, adding a Further Reading resource with a note on particularly relevant chapters will help them to access the materials they need. Please note that the Library will not automatically purchase items tagged as Further Reading. If Further Reading titles are not currently available in the Library, a note will be added to the list to direct students to the Interlibrary Loan or Request a Book (RAB) service.

Reserve

The Library uses the Resource List to inform book moves to Reserve (3 hour loan). A number of copies of each item tagged as Essential will be moved to Reserve if no e-book is available and no scan has been provided of the key chapter.

Previous editions

If a Course Organiser lists a previous edition of a resource when there is a more recent edition available in our collections, the Library Learning Services team will adjust the edition information and make the Course Organiser aware, in case page references need to be updated on the list.

If a Course Organiser requires a newer edition to be purchased, they should add the book to their list using the information for the new edition and it will be purchased when the list is checked.

If a Course Organiser wishes to use a specific older edition and NOT have it updated when a newer edition is available, they should add a note to the List in the 'Library Discussion' tab.

Case law expectations

Some members of staff from the Law School have expressed concern about students losing valuable legal research skills if cases are linked individually on lists. It is not expected to list every case, nor to link at case level. It is sufficient to either link to the database (Westlaw/Lexis/other) or to put a note that cases will be outlined in each lecture or seminar and the student should access these either using print resources from the library or online sources. If the student needs advice on accessing online resources they should refer to the Law Subject Guide or contact the Law Librarians. Draft text for this note can be copied from the [Legal Information research skills resource list](#) under the 'Legal Databases' section.

NOTE Accessing cases

Cases for this course will be listed in lecture notes or seminar information when relevant. Students are responsible for accessing these cases either using print materials available in the library (use DiscoverEd to find locations) or by using one of our online databases (Westlaw or LexisLibrary). If students require further information on how to use databases to find cases they should use the Law subject guide (<https://edinburgh-uk.libguides.com/Law>) or contact the Law Librarians to discuss training (law.librarian@ed.ac.uk).

Legislation expectations

Important pieces of legislation may be listed using the same standards outlined above for Case law, by providing the short or long title and a link to the database or to legislation.gov.uk if preferred. Alternatively it is acceptable to state that statute information will be outlined in each lecture or seminar as required.

Number of items

It is not expected that Course Organisers list every resource that students may wish to read, but including core materials that they will need to support their coursework is both helpful to the library to anticipate demand and a consistent approach for students. A list with ten important items may be

more helpful than one with several hundred Further Reading articles. The Library will decide how to manage longer lists (greater than 200 items) in consideration of space, budget and resource.

Useful links

- [Resource Lists: Subject guide](#)
- [Resource Lists: Information for Course Organisers](#)
- [Resource Lists Framework \(provides overview of service\)](#)
- Library Learning Services (Resource List) team: Library.Learning@ed.ac.uk
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