



# eReadings Service: Social Sciences Library

**The Social Sciences Library uses WebLearn to provide electronic readings to students across departments in the Social Sciences**

“WebLearn enables me to easily control the access, organisation and presentation of digitally scanned chapters and articles to help increase access to important Social Science teaching resources.”

Ian Chilvers,

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Social Sciences Library

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### Introduction to the project

The SSL eReadings service was set up to provide, under CLA licence, digital scans of chapters and articles that appear on Social

Science reading lists. The project serves the teaching needs of all the departments in the Manor Road Building (Politics and International Relations, Economics, etc.) plus the Oxford Department of International Development in Queen Elizabeth House. On the BA in PPE alone that's around 750 students across the 3-year degree.

The purpose is to increase access to specific teaching resources for Social Scientists and to date, over 350 chapters and articles on reading lists across the division have been created and made available on the library's WebLearn site. Many of the items have been created on request from academics and students.

Since SSL eReadings launched in Oct 2012, the WebLearn site has had 3497 visits (1390 unique visitors). The **Sign-Up** tool is used occasionally to take bookings for user education sessions in the library and will have driven some of this traffic.

### The Challenges

There was a need to provide a collection of eReadings in one easy-to-access place, for staff and students in the Social Sciences, covering as much content as possible across prescribed curricula. The requirements were that such a site should be 'clean' in appearance, easy to navigate and easy to use.

Students and staff should be able to complete a form to request a scan of material not yet available in electronic format. All requirements of the Copyright Licensing Agency (CLA) HE licence in terms of the scanning of print materials had to be complied with.

### The Innovation

The library asked departments to submit requests for materials to be scanned, which were fulfilled. The library also went through the reading lists that are routinely supplied by departments every term, and identified materials for scanning that were not already available electronically. This resulted in a total of 358 scanned items, all of which comply with CLA HE Licence copyright requirements, and contain a cover sheet providing the bibliographic details of the item.

The scanned items are made available in a WebLearn site, using a well-designed combination of participants groups (students registered for a particular course or programme), internal sub-groups and group-protected folders. This has resulted in a lean and well-controlled WebLearn presence, providing easy access to eReadings for only those students entitled to them according to their course registration.

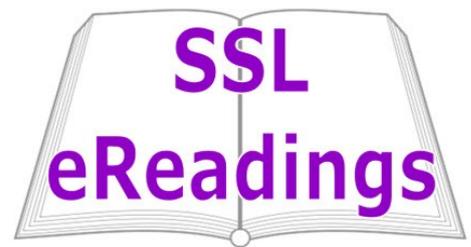
By using knowledge gained from a post-graduate degree in library science, code snippets and online tutorials that he found on the W3C Schools website (<http://www.w3schools.com>), Ian Chilvers taught himself to write WebLearn pages using 'raw' HTML code, in line with recommended good practice and accessibility guidelines.

### SSL e-Readings

SSL eReadings provides digital copies of book chapters and articles cited on reading lists.

More...

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Others in the small library team assist with identifying items to be scanned, scanning them, clearing the copyright, creating the PDF files and uploading them to WebLearn. Ian makes use of the statistics provided by the WebLearn **Site Stats** tool, which he exports to Excel and sorts and analyses in order to produce a summary report.

In order to reduce the possibility of human error by re-typing bibliographic details, the library team makes use of their own RefWorks account, from which they copy and paste the required bibliographic details. Ian devised a colour-coded Excel spreadsheet to manage the flow of information and the status of the various readings and where they are in the process of scanning, copyright clearance, and provision in WebLearn.

eReadings scans										
		Colour Key	In Progress	Sent for scanning (sfs)	Completed	Cannot be scanned	Scan taken down	Duplicate item on same ri?	Reference scanned for other ri	Attention! (#)
Author	Title	Year	Shelf mark	Reference	Reading list	Request?	Notes	Date Received	Copyright check	Scanned
201	Levine, Andrew	Engaging Political Philosophy: From Hobbes to Rawls	2002	JA83.LEV	Ch 2	20a		07/11/2012	07/11/2012	12/11/2012
202	Levine, Andrew	Engaging Political Philosophy: From Hobbes to Rawls	2002	JA83.LEV	chapter on Marx	20a		13/11/2012	x	
203	Barry, Brian	Essays in political theory v.1	1991	JA71.BAR	Is Democracy	20a	Already scanned	06/11/2012	x	
204	Berlin, Isaiah	Four Essays on Liberty	1969	JC585.BER	Two Concepts	20a		10/12/2012	10/12/2012	10/12/2012
205	Gutmann, Amy	Freedom of Association	1998	KF4778.FRE	Chapter by Gutmann	20a		26/11/2012	26/11/2012	26/11/2012

An innovative feature is a form delivered in WebLearn, that enables both staff and students to submit a request to have a particular item scanned. Ian created this form using the CGI scripting service provided by IT Services: See 'What is CGI' on the FAQ page:

<http://www.oucs.ox.ac.uk/web/faq>

Unlike the Libraries' 'Scan and Deliver' service, no payment is required and scans are added to WebLearn for use by everyone with the required authorisation in the WebLearn site.

### Top tips for success of the project:

Based on the WebLearn usage statistics, the team in the Social Sciences Library feel that they have managed to make an impact in the short time the service has been running.

**Tip 1:** Get to know WebLearn before making any decisions about how you want to use it. Learn what it can and can't do for you. Testing once you've got started is an important part of this too.

**Tip 2:** Keep things organised in the Resources tool with helpful and consistent names for files and folders.

**Tip 3:** If you need greater control over the presentation of your content, try creating your pages in notepad using HTML and CSS and then upload the .html file, rather than using the WYSIWYG editor.

**Tip 4:** Ensure your target audience knows about your site or service and what benefits it can offer them.

### Useful links

See information about 'Copyright and WebLearn' in the WebLearn site 'Copyright': <https://weblearn.ox.ac.uk/info/copyright>

Read this blog post about 'Copyright in a VLE': <http://blogs.it.ox.ac.uk/adamweblearn/2012/08/copyright-in-a-vle/>

[Course List](#)   [About eReadings](#)   [Request a Scan](#)

**Scan request form**

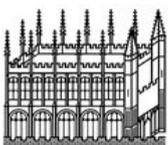
Requested scans will be available on this site within 10 working days. suggest alternatives where available.

*\*Please complete all fields below.*  
Alternatively, please email full details to [ssl-orders@bodleian.ox.ac.uk](mailto:ssl-orders@bodleian.ox.ac.uk).

Your name\*:

Your college/department\*:

Your email address\*:



Bodleian Social Science Library

Bodleian Libraries  
UNIVERSITY OF OXFORD

Ian Chilvers and Jill Fresen, July 2013



https://weblearn.ox.ac.uk