

Course Readings and library content practices

Check the items on this list to provide Quality Assurance for the readings available to your students on your Moodle course. It covers Course Readings use, copyright & attribution, as well as currency and accessibility.



Required by Legislation / Licence

* Required by BOLD L&T Criteria

Criteria	#	*	Yes	No	Working Towards	Steps to Remedy
Readings Quality						
Readings are updated for currency and relevancy	#	*				<ul style="list-style-type: none"> Locate alternative or updated resources for your Course - Library Research and Learning staff can help Textbooks are nominated and submitted through official portal New scans of chapters or articles request through Course Readings who will also source content as needed
Academic Integrity						
Readings are available through Course Readings tool	#	*				<ol style="list-style-type: none"> Collate readings list Request Course Readings staff to add OR rollover previous list if available
Any copies of published readings sitting directly on Moodle have been removed	#	*				<ol style="list-style-type: none"> Collate readings citations and submit to Course Readings Remove copies of published content
Links to freely available web content are to non-infringing sources	#	*				Ensure the publisher of the content owns the rights to make it available ie ABC video is from a ABC site, not a secondary site
YouTube or other 3rd party AV material is linked or embedded, or through Kaltura, not uploaded	#	*				Add to Course Readings to ensure links are maintained, and link or embed in course content as required
All intellectual property is correctly cited & attributed including images, figures, with licence: including CC or Public Domain	#	*				View the ' FedCite tool for citation building ', Creative Commons/Public Domain Online tool ! *Course Readings links include automatically created citation details
Lecturer PPTs includes copyright warning	#					Transfer content to latest PPT templates which include copyright warning
Course Readings links are embedded through course content (optional)						Place links at student point of need within content using the icon in the 'edit' toolbar of any object with an editing toolbar – label, book, lesson, page, etc
Accessibility						
All links to Library subscription databases (eBooks, journal articles, videos) added to Course Readings						<ul style="list-style-type: none"> Ensure all links work and content is available Best practice - Links you submit on your Course Readings list are automatically checked weekly to ensure access

Need help?

Course Readings staff can assist with creation of your course readings list, scanning of requested items, and making readings available on Moodle. Learning Designers can work with you on your course design and embedding 'in context' links to readings.

Email: course readings@federation.edu.au

Web: www.federation.edu.au/course readings

Note: This interim version July 2021 includes BOLD L&T practices which are currently in revision. New L&T practices will be included in future version.

TEQSA Higher Education Standards Framework 2015

3.3 Learning resources are up-to-date, accessible, authoritative

5.2 Academic Integrity: prevent misrepresentation or misuse of intellectual property, plagiarism

Copyright Act (1968)

* BOLD L&T practices

1.10 All third party content is appropriately referenced and compliant with copyright legislation (e.g., readings, images, lecture materials and activities).

3.3 Learning resources are updated to ensure currency and relevance

3.5 The distinction between required, recommended and optional learning resources is clearly stated.

3.6 Reading are uploaded to, or created and stored in Course Readings and linked to via Moodle.

3.7 Teacher generated videos are uploaded to, or created and stored in Kaltura and linked to via Moodle.

3.8 Resource selection should be fit for purpose and cohort.