

# **JAMES WHITE LIBRARY RESOURCES DEVELOPMENT POLICY**

## **PART C. SPECIFIC GUIDELINES**

### **5. PERIODICAL RESOURCES**

James White Library (JWL) has a general Resources Development Policy which is applicable to all departments and units of the organization. This document provides specific application of the broader policy to periodical resources, but it does not take precedence over the policies of particular Collection Development Units. This policy should be read in conjunction with Part C.10 of the James White Library Resources Development Policy which deals with Internet Resources.

#### **1-0 MISSION STATEMENT**

James White Library aims to provide a representative collection of periodical resources, in a variety of formats, to support the information and research needs of the university.

#### **2-0 GOALS**

- 2-0-1 Maintain a core on-campus print periodical collection to support the academic programs of Andrews University.
- 2-0-2 Maintain a small, but representative collection of popular culture journals and magazines for the general and recreational interests of students and faculty.
- 2-0-3 Increase access to periodical literature by subscribing to a wide range of electronic resources including full text databases, indexing and abstracting services, and e-journals.
- 2-0-4 Utilize rapid document delivery services.
- 2-0-5 Give 24/7 access to electronic periodical resources for registered students, faculty and staff via the James White Library Web site.
- 2-0-6 Purchase periodical resources in a variety of formats to satisfy user needs.

#### **3-0 DEFINITIONS**

- 3-0-1 For the purposes of this policy, periodicals are defined as serial publications, in a variety of formats, that meet the following criteria:
  - they are intended to continue indefinitely

their contents are produced by at least two persons  
they appear in parts identified either by date and/or numbering of primary (volume) and/or secondary (number) order  
they bear a common, running title on all parts  
they are acquired through subscription or license agreements  
they are intended to appear more frequently than annually

They include, but are not limited to, journals, magazines, newspapers, indexing/abstracting publications, and newsletters regardless of format.

3-0-2 Definition of Basic Core Collection:

titles that are evaluated in standard lists as of basic importance for academic libraries  
titles that are indexed in the Seventh-day Adventist Periodical Index  
titles that are required for accreditation of academic programs  
titles that are identified by academic departments as core titles in their discipline(s)

3-0-3 Definition of Popular Culture Journals and Magazines:

titles that cover general and recreational topics such as leisure activities, fashion, hobbies, crafts, music, etc.  
titles that have short-term interest and retention periods

## **4-0 SPECIFICATIONS**

4-0-1 Location of Resources.

The Lower Floor of the James White Library houses the major collection of print periodicals. Other print collections are located in the Adventist Heritage Center, the Seminary Library, the Architecture Resource Center, and the Music Materials Center. Microform holdings are housed in the Multimedia Center. Computer discs are kept at the Circulation Desk. Online periodical resources are accessible from the JWL homepage on the Internet.

4-0-2 Responsibility for Periodicals Resources Development.

The process of selection and evaluation of periodicals for the collection will include input from departmental faculty and liaison librarians. However, final decisions are the responsibility of the Periodicals Librarian, guided by the policies of the Resources Development Committee.

4-0-3 Nature and Level of Programs.

Academic programs and disciplines have differing degrees of dependence on

periodical resources based on mode of delivery - on-campus or off-campus - and/or level of program - undergraduate, masters or doctoral.

#### 4-0-4 Formats Collected.

Periodical resources may be acquired or held in various formats, including print, microform, and electronic depending on degree and nature of use, subscription or access cost, preservation factors, space considerations, location of patrons, and requirements of accrediting bodies.

#### 4-0-6 Electronic Access.

Electronic access will be considered as an alternative or addition to print subscriptions. Refer to Section 5 for Selection Criteria.

#### 4-0-7 Donations of Print Periodicals.

Donated current *print periodicals* should normally meet selection criteria (Section 5) and carry a reasonable guarantee of delivery to the library on a regular or timely schedule.

Donations of back issues may be considered for any of these purposes:

- to fill gaps in holdings
- to upgrade the physical condition of holdings
- to provide a duplicate set if there is high demand and available storage space

#### 4-0-8 Duplicate Subscriptions.

4-0-8-1 Print. For reasons of economy and space, the library does not usually purchase more than one print subscription to any title. Exceptions may be made in these circumstances:

- very heavy usage
- demonstrated need for access at both main and branch sites
- preservation concerns in the case of Adventist resources
- internal purposes

4-0-8-2 Electronic and Print. Where electronic full text is available to patrons, a print subscription may also be retained, depending upon these factors:

- completeness of content
- stability of the electronic record
- amount of projected use
- centrality of the periodical as a core title
- quality of graphic content

#### 4-0-9 Priorities, Limitations.

- 4-0-9-1 Faculty research and interests requiring titles of an esoteric, ephemeral, or extremely technical nature will be met primarily through interlibrary loan or other methods of document delivery.
- 4-0-9-2 Print newspapers are selected to provide local, regional, national and international coverage on the basis of both their geographic location and documented journalistic quality. A wider selection of newspapers is available on the Internet.
- 4-0-9-3 Newsletters are seldom retained, because they are rarely indexed, the issues are hard to shelve, and they possess little value once their currency is exhausted. Exceptions are made in the case of the Adventist Heritage Center and occasionally the Seminary Library.

#### 4-0-10 Networking, Sharing, Cooperation.

James White Library seeks to collaborate through library consortia for cooperative collection development and the preservation of important serial resources. Wherever possible, purchases of electronic periodical resources should be negotiated through consortial agreements to maximize group discounts.

#### 4-0-11 Off-Campus Services.

Students are increasingly expecting off-campus access to the library's periodical resources. The following issues should be considered when selecting periodical resources:

- online availability
- online ordering and document delivery
- online tutorials and library instruction

Additional information for off-campus students can be found by clicking on the Library Services for Off-Campus Students link on the JWL home page.

## **5-0 SELECTION CRITERIA**

Selection criteria are a matrix of the following elements:

- 5-0-1 Accreditation requirements.
- 5-0-2 Recommendation in standard lists, whether general (such as *Magazines for Libraries*) or subject specific lists.
- 5-0-3 Projected use as determined by:

nature and frequency of courses taught  
evidence of demand from interlibrary loan data

- 5-0-4 Level of academic program.
- 5-0-5 Degree of dependence upon periodical resources in a particular academic program.
- 5-0-6 Inter-disciplinary value.
- 5-0-7 Subscription price.
- 5-0-8 Priority within the available budget.
- 5-0-9 Format availability and usability.

Considerations in the choice of format may include:  
campus-wide and off-campus access  
document delivery options  
user convenience

Concerns may include:  
completeness and timeliness of electronic content  
graphics quality  
issues of permanence and stability of electronic product  
issues of ownership versus access

- 5-0-10 Language of content. English is the primary language. Other languages will be included as required.
- 5-0-11 Document delivery issues, including access to regional library holdings.
- 5-0-12 Availability and quality of indexing.

## **6-0 EVALUATION AND DE-SELECTION (CANCELLATION OF TITLES)**

Periodical resources are evaluated on an ongoing basis with faculty and liaison librarians. Those resources which no longer meet the Selection Criteria outlined in Section 5-0 should be considered for de-selection (cancellation). Additional factors to consider include:

- 6-0-1 Evidence of non-use or low use.
- 6-0-2 Subscription price. (Consider cost-per-use)

6-0-3 Relevance to current curricula.

6-0-4 Subscription/publication/delivery problems.

6-0-5 Availability of electronic full-text access. (*See Section 4-0-6*)

## **7-0 DISCARDING OF HOLDINGS**

Criteria for discarding print periodical resources may include:

7-0-1 Incomplete or scattered holdings.

7-0-2 Poor physical condition.

7-0-3 Low dependence on back issues for academic programs.

7-0-4 Peripheral to a particular discipline.

7-0-5 Inaccurate content.

7-0-6 Popular culture titles with short-term interest and retention periods.

7-0-7 Availability of archival electronic text.

Some specialized titles may be offered for sale on Internet auction sites such as eBay, or on listserves and duplicate exchange programs. More general titles may be offered to faculty and staff on a first come, first served basis.

*Approved by Resources Development Committee 2/11/02*