

# Collection Development Policy: Journals/Periodicals

Adopted: July 6, 2017

This policy applies to journals, periodicals, magazines and other serials of that ilk, and will use the word "journal" to cover all of the above.

The purpose of our journal collection is to support the academic curriculum and campus research in a manner that is cost effective and sustainable with existing library resources. The Library strives to provide access to at least one core primary research journal for every degree-granting program.

## **New subscriptions**

New subscriptions will be based on journal quality, evidence of need, the availability of ongoing funds.

### Journal Quality and Format

- A variety of sources may be used to determine journal quality, including Journal Citation Reports, guides to the literature of a particular field, or reputation of the publisher.
- For research journals, peer-review is preferable.
- The preferred format for all new subscriptions is electronic. Print subscriptions will be added if electronic versions are not available, or the electronic subscription is significantly more expensive, or if the electronic version lacks content needed for instruction (illustrations, advertisements.)
- Journals in microform, CD-ROM or VHS journals will not be added. Journals in other physical media will be considered on a case-by-case basis.

### Evidence of Need

- Evidence of need can be demonstrated by interlibrary loan activity, citation activity in faculty or student work, or electronic "turn away" data from the publisher. The evidence should suggest that the new subscription will meet a \$30 cost-per-use threshold within five years of starting the subscription. The cost-per-use threshold for journals published one to four times per year is set at \$20 per use.
- If the journal is available online through one of the Library's existing aggregating full-text databases with a reasonable embargo, the evidence of need must demonstrate the need for content within the embargo period. Generally, a one-year embargo is reasonable for journals published two to four times per year, and an embargo of six months or less is reasonable for journals published more frequently.
- Faculty planning new programs or courses should work closely with Library faculty to determine titles needed to support the new curriculum. Demonstrating evidence of need is postponed for new subscriptions supporting new curriculum or research.

### Funding and Final Decisions

- Requests for new subscriptions will be reviewed by the library faculty liaison and the Head of Collection Development and/or the entire collection development team.
- Ongoing funding must be available before a new subscription is added.
  - Departments may cancel existing low-use subscriptions or regular standing orders to cover the cost of a new subscription.
  - New subscriptions to support new programs will be based on whether or not the Library has received new funding or new funding has been set aside for transfer

into the Library budget. Library faculty should work closely with the faculty planning the new curriculum to determine titles needed and request the budget needed to support the additional ongoing cost to the Library.

### Journal packages

Journal packages and institutional memberships for the purpose of acquiring journals will be considered on a similar basis as individual subscriptions. Additionally:

- There should be evidence of need spanning across the titles in the package.
- The cost for expanding individual subscriptions into a package should be close to what we currently pay for individual titles in the package.

### Access and Storage

- Access to electronic journals is through Serials Solutions. Millennium records for electronic journals will be suppressed from public view.
- Print journals will have links in Serials Solutions to the Millennium record. Millennium records for print journals will be full catalog records with subject headings and classification number to provide collection analysis data. Ownership holdings will be included in OCLC.
- Print journals will be housed only in the Christopher Center.
- Unless there is corresponding electronic availability with guaranteed perpetual access to the same content, currently received print journals will be bound and stored in the ASRS.

### **Gifts**

Gifts of print journals will be considered, and decisions based on the following factors.

#### Titles already in our collection

We will add gifts of additional physical journals if we plan on keeping the title in our collection, and the gift:

- does not duplicate holdings in the same format, and
- covers content we cannot access electronically without additional cost, and,
- is in bindable units, and
- fills gaps in our existing holdings, or allows us to replace microform holdings with print.

#### Titles new to our collection

We will add gifts of print journals if the gift has content that enhances our Lutheran collection or there is evidence of need for the physical volumes, and the gift:

- is in bindable units, and
- covers more than ten years without gaps.

### **Retaining existing subscriptions**

Existing subscriptions will be reviewed regularly and retained or cancelled based on the same criteria of support for the curriculum, quality, evidence of use and financial sustainability.

### Use-Thresholds

To be retained, electronic subscriptions should meet the \$30 cost-per-use threshold for journals published more often than quarterly. Journals published quarterly or less often have a \$20 cost-per-use threshold.

To be retained, print subscriptions should have use data indicating that at least 20 percent of the bound volumes have been used, or the total use of the run exceeds 40 percent, even if the use is concentrated in fewer than 20 percent of the volumes.

#### Exceptions to use-thresholds

Subscriptions will be retained until the next review schedule if the journal:

- Is the only core primary research journal for a degree-granting program.
- Has Lutheran, Reformation, northwest Indiana or Great Lakes related content.
- Is used as a teaching tool in the Library instruction program.
- Supports a specific assignment
- Provides significant support for a new program or course, and there is no electronic backfile available in an aggregator.
- Has use data trending upward over the last five years suggesting that the cost-per-use threshold will be met within the next two years.
- Has experienced a recent electronic access problem that may have negatively affected use.
- Has experienced a decline in use due to temporary upheaval in the department using the journal, such as curricular or faculty changes. (For example, use of a journal may taper off if the primary user is ill, near retirement, or has left the university, and use may not pick up until a year or two after replacement faculty are hired.)

#### **Retention of physical journals**

We will withdraw microform journals if:

- The journal is no longer needed to support current curriculum or research.
- The microform duplicates electronic holdings with guaranteed perpetual access (JSTOR, Project Muse, ACS Legacy Archive, Government Printing Office).

We may withdraw print journals if:

- our run of the physical journal duplicates electronic holdings with guaranteed perpetual access content, or the journal is no longer needed to support current curriculum or research, and
- our run of the physical holdings is also held by one of the major research libraries within the state of Indiana, and
- use of the print bound volumes does not meet the use thresholds defined above.