

Ellender Memorial Library Serials Maintenance Policy

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COLLECTION MAINTENANCE

The Serials Department houses current and back issues of periodicals, and its staff is responsible for both technical and public services. Technical services include bibliographic control of the titles, check-in and processing of physical items, maintenance of the collection itself and the physical space which houses it, and binding of library materials. Public services include providing information on holdings, assisting patrons in locating materials, and instructing patrons in the use of materials and machinery.

2.1

PRESERVATION AND REPLACEMENT

The Serials Department reserves the right to decide which materials in the collection should be preserved. Its staff determines whether items are worthy of long-term preservation and ongoing replacement, or whether they are ephemeral, and will therefore quickly outlive their usefulness, based on the University's mission.

2.1.1

Preservation of Serials

At the time a journal or other serial title is added to the collection, the Serials Staff will make preservation decisions, such as the following:

1. Appropriate holding period, options include

- Latest only kept
- Latest three months kept
- Kept until replaced by microform
- Kept indefinitely

2. Preservation methods, options include

- Binding
- Microfilm replacements
- Electronic archiving (storing)

2.1.2

Replacement of Serial Issues

The Serials Department will make every attempt, within budgetary limits, to replace missing or damaged serial issues if the titles are to be kept indefinitely. It will consider such factors as evaluating the need for replacement issues by anticipating usage and the possibility of access to the information via other means such as ILL and Document Delivery. In cases where a missing issue is more than two years old, or where the cost of replacing an issue is prohibitive, the Serials Staff will have to examine the situation to decide whether or not the item should be replaced.

2.1.3

Replacement of a Single Missing Serial Volume

When an entire bound volume of a journal is declared lost by the Serials Staff, a replacement will be considered. However, in most cases, access to the information in a lost volume will be provided via microform or ILL and Document Delivery.

2.2

CANCELLATIONS, CESSATIONS, DESELECTION, AND DISCARDING

Deselection and discarding, or weeding, is an essential, ongoing aspect of Serials Collection Management. Materials that are found by the Serials Staff, after a careful evaluation, to no longer be essential to the mission of the University, may be either moved into storage (closed stack), or removed / withdrawn from the collection altogether. The purpose of weeding is to address spacing and other logistical concerns, so as to provide more efficient service overall by improving access to the collection.

In addition, titles may be cancelled (no longer ordered for a given yearly budget) at the discretion of the Serials Staff, as a result of their publication being ceased, or for budgetary concerns.

2.2.1

Criteria

The Serials Staff will determine the best time for cancellations and for weeding the collection. Weeding will be considered when shelf space becomes a hindrance to the efficiency of the Department. Crowded shelves waste time—for the patron looking for a title, for the librarian attempting to reshelve items, and particularly for the library staff member who is attempting to place new titles into the collection. At those times, the Serials Staff may embark on a weeding project, using the following criteria in determining what will be done with each title:

- Reliability, as older information becomes outdated and possibly erroneous
- Relevance, as problems such as the presence of multiple copies and unindexed titles threaten to overwhelm the number of reliable, indexed titles in a sea of worthlessness
- Other means of accessibility, particularly through online databases and publishers' sites
- Budgetary concerns, as the price of Serials increases an average of 10% per year

These criteria will be applied by the Serials Staff, under the direction of the Serials / Electronic Resources Librarian, in conjunction with faculty departmental liaisons when appropriate (as for example, when the deselection process begins solely as a result of budgetary concerns). A title is officially withdrawn when it is removed from the catalog and labeled as discarded. All discarded titles are given to Gifts and Exchanges, to be donated to other libraries.

Consideration of cancellation can be initiated by the faculty departmental liaison. When it is not so initiated, consideration for cancellation can be initiated by the Serials Staff, based on the criteria outlined in the above bulleted list (Section 2.2.1). In cases where

budgetary concerns are the main impetus for cancellation, faculty departmental liaisons will be consulted and informed as to the available options.