

Guidelines for the Selection, Acquisition & Review of Journals

This policy addresses the selection and acquisition of journals (including the proceedings and transactions of scholarly societies) at St. Olaf College. Policy statements governing other types of serial publications are covered in separate documents.

In order 1) to establish a baseline for the financial support of journal collections, 2) to create increased stability and record-keeping in the library journal collections, 3) to reduce the work required of teaching faculty at the college in the journal review process, and 4) to prepare for future challenges and opportunities in journal access for St. Olaf College students and faculty, the Library has established a three-tiered structure for the journal collections at the College.

The structure honors the commitment to collaboration with Carleton College in the Bridge Consortium, while protecting ongoing access to journals that meet needs of St. Olaf College community regardless of budget realities on either campus.

Teaching faculty, in cooperation with the librarian serving as liaison to their department and the Head of Collection Development, will identify core, essential (2nd tier) and recommended (3rd tier) journal titles using the following criteria:

CORE (1ST TIER): Titles identified as core to the discipline and to baseline support of the current curriculum, without which the supported subject area would lose viability either in national or regional accreditation reviews, or in comparison to our benchmark institutions. These titles will not be considered for cancellation in the biennial journal review cycle, and represent a baseline for determining the level of financial support needed to provide a minimally appropriate journal collection at St. Olaf College.

Under our current financial circumstances, core titles are those identified for direct purchase, with perpetual-rights to the content (with a few rare exceptions in the sciences). Titles designated core that are available free, or as part of a package deal, must still be identified as “core”, so that in the event free/package access changes, the Library knows to commit resources to their purchase.

Core title lists will be reviewed every 6th year to determine whether:

1. new journals created in support of emerging research areas should be added
2. older titles that have fallen in prestige and or use should be removed

Departments/subject areas may designate a subset of their core collection for duplication in print format. Beyond this special designation, the library will not duplicate formats (electronic + print).

St. Olaf College's subscriptions to core titles may result in an intentional duplication of titles within the Bridge Consortium. However, Librarians and faculty at Carleton College may assume that these titles identified will only be considered for cancellation or movement to essential (2nd tier) status every six years. It is our hope that the stability of this core title list will aid both colleges in budgeting their journal collections.

ESSENTIAL (2ND TIER): Titles identified as important to scholarship in the discipline at St. Olaf College, but which considered less critical than core titles. Essential (2nd tier) titles will be purchased directly, with perpetual-rights to the content. Access to titles identified as essential (2nd tier) may be transitioned to aggregate subscriptions in order to meet budgetary needs.

Titles designated as essential (2nd tier) may be considered for cancellation (or transition to recommended (3rd tier) status) in the biennial journal review. Essential (2nd tier)-level titles retained for three consecutive biennial review cycles may be considered for inclusion in core collection, after review of usage statistics and consultation with the appropriate liaisons and faculty members.

St. Olaf College’s subscriptions to essential (2nd tier) titles may result in an intentional duplication of titles at St. Olaf and Carleton Colleges. Unlike core titles, essential (2nd tier) titles may be considered for cancellation or change to recommended (3rd tier) status every two years. Members of the Bridge Consortium must assume that subscriptions are in flux, and that access for more than a two-year period is not assured.

RECOMMENDED (3RD TIER): Titles identified as potentially heavy-use titles for limited time-frames. Access for these titles will be via aggregate subscriptions, which often place embargos on the most current issues, and have variable historic/back access. Issues unavailable via aggregate subscriptions will be made available via ILL or document delivery.

Identification of recommended (3rd tier)-level titles helps the library plan for the future acquisition of journals as the curriculum evolves, providing titles on which we can target use statistics. Current recommended (3rd tier) titles are likely candidates for future essential (2nd tier) titles.

St. Olaf College access to recommended (3rd tier) titles may be via subscriptions held by Carleton College (through the Bridge exchange) or via full-text aggregators. The St. Olaf College Library will not duplicate recommended (3rd tier)-level titles within the Bridge Consortium. Users must assume that these subscriptions may be subject to embargo making access to some volumes via ILL a necessity.

Recommended (3rd tier) titles unavailable via either the consortium or aggregators will be purchased as budgets allow, and will be the first titles considered for cancellation in the event of budget cuts.

	Perpetual Rights	Primary access via aggregator /Carleton/Bridge	Cancel/downgrade with budget cuts?	Review cycle	Duplicate in paper?
Core	YES	NO	NO	6 years	with justification
Essential (2nd tier)	YES	NO	YES	2 years	NO
Recommended (3rd tier)	NO	YES	YES	2 years	NO

GENERAL STRATEGIES GOVERNING COLLECTION DEVELOPMENT & MANAGEMENT OF JOURNALS

The Library acknowledges that journals carry differing degrees of importance and disparate cost factors between disciplines. Therefore, the Library attempts to maximize each discipline's optimum deployment of funds among serials, books, indexing and abstracting databases, digital archives, datasets, and other research materials.

In keeping with the guidelines established in the St. Olaf College Library’s general Collection Development Policy, titles which primarily support faculty research will be made available via ILL or other document delivery methods, unless they also contribute to the primary goals of the collection.

FORMAT

The Library is committed to acquiring electronic subscriptions (when available) as the default format for journals, and to limiting format duplication to a subset of core titles. The Library will purchase print journal titles which duplicate electronic subscriptions when the title is identified as:

1. a subset of the subject area's core title list designated *and*
2. a title for which multiple formats are important to meet different user needs

REQUEST FOR THE ACQUISITION OF NEW TITLES

The following factors are considered in the selection and acquisition of journals:

1. the extent to which it is a core title relative to the curriculum and fills a subject gap in the collection;
2. the extent to which the journal or other continuing resource supports student research;
3. the reputation of the issuing organization or publisher.

Requests for new journal titles will be evaluated against the current curriculum, and will be considered during the biennial journal review. Requests for new titles available via aggregate databases will be vetted for their first two years to determine (again, in consultation with faculty) whether use warrants subscription as a essential (2nd tier)-level title at the next biennial review.

REVIEW OF EXISTITNG TITLES

Biennial reviews provide the Library, in consultation with academic departments, an opportunity to determine the status of titles. Core titles are assumed to be more stable, and will be reviewed every third biennial cycle. Only essential (2nd tier) titles that retain their status for three consecutive biennial cycles will be considered for movement into the core title list.