

Periodicals and Newspapers Collection Development Policy

Users & programs supported

Periodicals and newspapers are collected and maintained by the library to provide the campus community with up-to-date information on events, trends, analyses, and current research. Serial holdings supplement the general collection by providing information not available in books, as well as serving faculty and staff as selection aids, reviewing media, and professional reading. The library attempts to provide periodicals especially in those fields in which books are not the predominant format for conveying information, or in which the information changes rapidly.

Selection responsibility

Continual evaluation and selection for the collection is the responsibility of the library faculty under the leadership of the Director. All segments of the EOU community, however, are participants in the process. EOU librarians may enlist input from all Colleges, disciplines and individual faculty on periodical or newspaper cancellations, additions, and other collection development matters.

Selection criteria

EOU Library defines serials as those publications, which appear on a regular basis such as annuals, monthlies, quarterlies, etc. and have an annual subscription cost. This includes both print and electronic publications.

The library's principle priority is to select periodical titles that directly support the undergraduate and graduate academic programs. Greater consideration will be given to periodicals having value to programs of more than one academic department. Periodical acquisitions will emphasize the titles represented in the Library's online indexes. Depending on funding, a limited number of general, cultural, recreational, and international periodicals not directly related to academic programs will be selected.

Occasionally, lists of new serials titles, selected for review by the library will be distributed to interested departments by subject librarians who will ask for faculty input regarding acquisition. If program or discipline faculty desire new serials, and library budget limits new purchase, subject librarians will consult with faculty to determine which titles of equal or greater value might be canceled in order to add new titles.

Whenever possible, periodical subscriptions will be scheduled to start at the beginning of the calendar year or volume. When a newly published title is requested, if the title meets the selection criteria, the library will place an order to begin with the first numbered issue. If the

requested periodical is not a new publication, the subscription will begin with the current volume unless funds allow the purchase of back file volumes. The library will obtain and retain only one copy of a periodical title in print format.

The following criteria are to be considered, in the order in which they appear, when reviewing periodical titles for possible inclusion in the collection:

- Coverage by indexing/abstracting service or by a title specific cumulative index;
- Relation to curriculum and user needs;
- Departmental enrollment and number of graduates;
- Included in a core collection
- Number of journals being received in the subject area;
- Scope of content;
- Projected frequency of use;
- Needs of new programs;
- Cost of title;
- Opinion of reviewers and subject experts
- Intellectual level of publication
- Reputation/authority of publisher and editor
- Intrinsic value: Quality of paper, binding and printing

If reserve monies in the acquisitions budget are sufficient, the Library Director will allocate a small amount to address special serials needs. During the annual or biannual serials review, the library will evaluate requests for this discretionary funding based on such priorities as:

- Needs of newly hired faculty
- Cost
- Requests from depts. which have not added new titles in the past three years
- Conversion from print to electronic format
- Other compelling circumstances
- On occasion, the library may authorize reducing departmental monograph budgets to fund new serials subscriptions

Collection Arrangement

Periodical back issues are arranged by Library of Congress call number. For a small number of periodical titles with high general or current interest, the latest issues are available in the periodicals Current Display area, arranged by title. Current issues and recent back issues of newspapers can be checked out from the Circulation Desk. Older newspapers are available online or on microfilm.

Collection Scope

The Library will collect primarily scholarly, peer-reviewed journals, covering all disciplines taught at Eastern Oregon University. Some periodicals of more general interest will be purchased, particularly periodicals focusing on news or current events coverage. Periodicals with broader disciplinary scope will be given priority over those with very narrow scope or expected audience. When purchasing, preference will be given to the electronic format when all other factors are equivalent. Periodicals and newspapers will be purchased in the English language, except as needed for foreign language instruction. A small number of newspapers are collected, including a limited selection of local and national papers.

Collection Maintenance

Maintaining the collection is critical to quick and comprehensive research. The goal of the inventory/shelf-reading process is to ensure that materials are on the shelf in the correct location and that the information in the library system is accurate. The library staff will arrange for regular, ongoing shelf reading of the periodical back issues, with the goal of shelf reading the entire collection every year. Additionally, link checking for electronically accessed periodicals will be routinely conducted.

Collection Preservation

The library seeks to secure online perpetual access for subscribed periodicals and newspapers as much as feasibly possible. Subject to librarian decision, print back issues may be disposed of after online access is determined to cover print holdings.

Journals in which graphics and color are a major asset, or in which conditions of use mandate retention of the material in its original form, may be bound or purchased online.

Replacement of lost issues or volumes will be replaced, where possible, using vendor banks, exchange lists, or purchase.

Collection Retention

In addition to the criteria cited for selection, the following additional circumstances are considered when reviewing periodical titles for cancellation/weeding:

- Current availability: Has the title ceased publication? Is the title available from the library in another format such as online or microfiche?
- Indexing: Is a cumulative index available in print or online, does the Library subscribe?
- Holdings: Has the library accumulated a long run (over 50 or 60 volumes)? Has the library experienced consistent non-receipt of a publication; are the holdings incomplete?
- Usage: How often is the title used? For low use titles, would Document Delivery be more cost-effective?

