



COLLECTIONS MANAGEMENT: Journals

The Kwantlen Polytechnic University library maintains a journal collection composed of print subscriptions at each campus library, online subscriptions that are available across all campuses and remotely, and a large number of journal titles made available through full-text journal packages and full-text research databases. Preference is given to journals that are available online as this allows us to provide the widest access. Print subscriptions are preferred when visuals are a key element of the publication, when online access does not support access via IP and proxy authentication and when the title is unavailable online.

The main purpose of the Journal collection is to support the University curriculum. Since students are the primary library users, the collection will focus on supporting their research needs.

The journal collection will be sensitive to the unique needs of each campus.

Journal subscriptions represent a long-term commitment. They are costly to process, maintain and store and space for growth is limited. Therefore, careful consideration is given to new requests.

Journal or serials collection management is the responsibility of the Serials Librarian, who consults with the Subject Liaison Librarians, and through them the Faculty, on selection and deselection decisions. Input from staff, students and other library users are valued as well. The Electronic Resources Librarian is responsible for electronic journal packages and full-text access through research databases.

Developing a collection to meet the University's needs is an ongoing process. This process includes both the addition and the cancellation of titles, and is guided by the following principles:

Selection Criteria

- Audience: How many students will use the journal? Will more than one discipline use it? In general, esoteric and highly specialized titles will not be acquired.

- Relevancy: Journals will be relevant to the curricula and programs, as to content and academic level. Are there journals of similar content already in the collection?
- Level: Journals will be appropriate for intended students. For example, Anthropology journals will be appropriate for first and second year Anthropology students. In general, undergraduate level journals are sought. Requests for faculty

level journals may be returned to the department for purchase if they do not satisfy the Library selection criteria.

- Quality: The quality of the journal is assessed. This is judged by consulting authoritative review sources, examining sample issues, and checking standard bibliographies. Has the journal had good reviews? Is it listed in a standard guide or on a list of core titles?
- Accuracy and Objectivity: The accuracy and objectivity of a journal is checked. This is based on the issuing agency, the authority of editors and contributors, and whether it is a refereed journal.
- Balance/Subject: A balance of journal titles in a subject offered at all campuses is maintained among campus libraries. The exception would be unique programs, which are offered at one campus only.
- Balance/Perspective: In terms of viewpoint is also essential. Canadian and Western Canadian perspectives will be well represented in the periodical collection.
- Indexing: Journals will be indexed in at least one of our indexes. This is an important measure of the journals' accessibility.
- Price: The journals considered as possible additions to the serials collection will be reasonably priced in relation to their expected use.
- Demand: Numbers of interlibrary loan requests over a period of time and turn-away statistics provided by journal databases are factors that will be considered.
- Assessment: Periodic reviews of current subscriptions are carried out and titles with low usage will be cancelled to make room for new asks.

COLLECTIONS MANAGEMENT: Electronic Journals

Kwantlen Polytechnic University Library is committed to providing an effective combination of print and electronic resources and the integration of the use of these resources in support of teaching, learning and research at the University. Electronic resources, unlike the traditional print

material, pose challenges such as access, interface, technical support, licensing and archiving. These guidelines intend to address these issues as related to electronic journals.

The Library provides access to licensed electronic journals via the Library website. Some aspects of online subscriptions are out of the Library's control, and those should be recognized as such.

Serials may change publishers and the terms of access may change radically involving new pricing models.

Content

- Electronic access should include the complete articles, chapters or essays with accompanying graphics images, charts, tables, references, and text plus an official citation (i.e. print and electronic versions should have equivalent content).
- All of the journal's articles should be provided and issued no later than the paper version.
- The characteristics and usage of each print title should be considered when deciding on e-only access. For example, some titles because of format and/or usage may lend themselves better to being browsed in print (e.g. art, interior design, or fashion magazines).

Access

- Ideally E-journals should be available for remote access. Institutional license should allow networked access via Internet Protocol (IP) Recognition and multi-campus wide IP access. Access via Username and password authentication should only be an accepted mode in exceptional cases.
- The preference is to subscribe to journals available via EBSCO's Electronic Journal Service (EJS). Access to titles directly at publishers' websites will be considered only if not available via EJS.
- Online content should be available before or no later than publication of the print version.
- Perpetual access is preferred. Many publishers provide all available past years of online content with an online subscription, but a number of them provide only partial access.
- Stability: There must be a reasonable guarantee of the stability and reliability of our access to the electronic journal.

- Frequency of technical problems and the provider response for technical assistance should be considered.
- Users should be notified of anticipated server maintenance and downtime.
- Each journal should have a unique, durable URL providing access to the publication.

Licensing

Electronic journals are typically licensed rather than purchased outright. It is important to review licensing terms, particularly those defining content and access to the e-journal. Basic subscriptions provide minimal access to e-journals, usually one year of access which is not maintained if the subscription is cancelled. Premium subscription ensures access to the entire date range of electronic access for the title. The license should permit use of all information for educational purposes by the library and authorized users. Kwantlen Polytechnic University Library preferred licensing agreement would include: access in a multi-campus environment, off-site access, unlimited simultaneous users, viewing, downloading, printing of content allowed, interlibrary loan privileges, electronic reserve, course packs.