

## ***COLLECTION MANAGEMENT: Serials***

Components of collection management include: **budgeting, collection development, collection evaluation, deselection, collection preservation**, and the development of guidelines and procedures related to these activities.

The University Librarian is responsible for managing the collection in collaboration with the librarians.

Kwantlen Polytechnic University Library adheres to the Association of College and Research Libraries' recognized guidelines for resource management outlined in [Standards for Libraries in Higher Education](#).

In these guidelines, the term 'collection' refers to all materials held within Library-managed accommodation, and to the electronic resources to which the Library provides access.

### ***Serials:***

The Kwantlen Polytechnic University library maintains a print Periodical collection at each campus library; as well, some subscriptions are online.

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

The Periodical collection will be sensitive to the unique needs of each campus. Duplicate subscriptions will not automatically be ordered for each campus library, but will be considered when intercampus request statistics show a strong demand or need, and when there is no access to the journal online.

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

Periodical collection management is the responsibility of the Serials Librarian, who consults with the other Librarians, and faculty in other disciplines. Input from staff, students and other library users are valued as well.

Developing a collection to meet the University's needs is an ongoing process; this process includes the addition and deletion of titles, and is guided by the following principles:

### Selection Criteria:

- **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?
- **Balance:** A balance of journal titles in a subject offered at all campuses is maintained between campus libraries. The exception would be unique programs, which are offered at one campus only.
- **Balance in terms of viewpoint** is also essential. Canadian and Western
- **Canadian perspectives** will be well represented in the periodical 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.
- **Indexing:** Journals will be indexed in at least one of our indexes. This is an important measure of the journals' accessibility. Exceptions are sometimes made for serials used in assignments or added to the collection for browsing.
- **Price:** The journals considered as possible additions to the serials collection will be reasonably priced in relation to their expected use.
- **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.
- **Reviews:** Has the journal had good reviews? Is it listed in a standard guide or on a list of core titles in the field?
- **Demand:** If there have been frequent and consistent intercampus requests for a title, this will be a factor; similarly, if there are numerous interlibrary loan requests over a period of time, the title will be considered for purchase.
- **Samples:** Sample issues of journals being considered for purchase will be obtained and examined.
- **Assessment:** Periodic reviews of current subscriptions are done, usually by subject area.

- 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 if it is a refereed serial.
- Quality: The quality of the journal is assessed. This is judged by consulting
- authoritative review sources, examining sample issues, and checking standard bibliographies.
- Format: Periodicals may be ordered as print, print plus online or online only; print
- subscriptions are favoured, for example, when visuals are required, for the browsing collection, for assignments, and when the title is unavailable online.