

| <b>UOW LIBRARY - MANAGEMENT HANDBOOK</b> |                                      |
|--|--------------------------------------|
| <b>Chapter:</b>                          | G COLLECTION POLICIES AND PROCEDURES |
| <b>Section:</b>                          | G12 Journal Subscriptions            |
| <b>Approved by:</b>                      | University Librarian                 |
| <b>Date Effective:</b>                   | 15.09.04                             |
| <b>Contact Person:</b>                   | Associate Librarian, Access Services |
| <b>Related Policies:</b>                 |                                      |
| <b>Modification History:</b>             | Rev. 10.11.04, 26.06.08              |
| <b>Date</b>                              | Make available on Library web site   |

## 1 OBJECTIVE

The overall objective of this policy is to optimise availability of journal information resources which support the University's teaching and research needs, within the constraints of finite funding.

## 2 CHALLENGES

- Provide increased support for the University's research strengths
- Anticipate the impact of the changing value of the Australian dollar on information resources expenditure where over 80% of material is sourced overseas
- Maintain or extend subscriptions without significant effect on the proportion of funds allocated to books and other information resources
- Balance purchase of expensive single discipline databases with more cost-effective multidisciplinary databases
- Ensure sustainable availability of electronic journals

## 3 POLICY

- Subscriptions should support current research strengths and teaching and learning programs as a priority
- Full text electronic titles are preferred over print
- Print titles available electronically are not maintained unless the title meets one or more of the following criteria:
  - i) illustrations which are an essential component of the text cannot be replicated to the same level of quality in electronic format
  - ii) graphics, indices, tables and historical versions that are considered essential for study and research, are absent from the electronic format
  - iii) it is heavily browsed eg some newspapers and weeklies
- Document delivery is preferred as an alternative to subscription in cases where the subscription is of high cost and potentially low usage

## 4 BUDGET

Effective management of the information resources budget increasingly focuses on two aspects:

- i) making electronic resources available in response to client demand for access any place, anytime
- ii) monitoring the exchange rate of the Australian dollar and the effect it has on recurrent expenditure - comprising 70% of the budget – because this is critical for maintaining subscriptions.

Information resource funds are apportioned in the following way:

- i) 70% Journal and Database subscriptions (recurrent expenditure) – focusing on current undergraduate and postgraduate needs as well as research strengths and  
Interlibrary Loans and Document Delivery – designed to supplement the collection and in particular to support research  
and  
Binding- to ensure maintenance of print journals
- ii) 25% Texts, recommended readings, academic & library selections, student suggestions and collection maintenance
- iii) 5% Development – new courses/new & revised subjects, new strategic directions, reference, collection development

#### **4.1 Consortia**

The role of consortia purchasing has grown significantly in the last few years due to rising costs of electronic journals and database services. The Library participates in the Council of Australian University Librarians' consortium where appropriate, in order to take advantage of significantly reduced pricing made possible under contractual licensing. Whilst recognizing that contractual arrangements mean individual database titles cannot be cancelled, this strategy is preferred in order to achieve the most cost-effective provision of resources.

## **5 SELECTION**

### **5.1 Responsibility**

The University Librarian has overall responsibility for funds management and collection development.

Selection of journals and databases is a collaborative activity between the University community and Library staff.

### **5.2 Criteria**

For reasons of cost-effectiveness most journals are acquired as aggregated datasets. The following criteria guide the selection of electronic formats:

- Ease of use - easily understood menus and search screens; basic and advanced searching available; clear online assistance
- License conditions - favourable for multiple users and locations and inclusive of information about coursepacks, printing, and document delivery
- Vendor - reliable content, accessibility and technical support
- Enhancements - ability to save searches and receive alerts
- Usage data – where possible, data should be compliant with the international COUNTER Code of Practice
- Access - preferably by IP address rather than password
- Trials - availability of a reasonable trial period to assess need
- Currency- electronic formats should be at least as current as print equivalents
- Archive- for ceased titles, guaranteed continued access to the subscribed period
- Impact factor- citation data may be considered to compare and evaluate titles where appropriate

## **6**      **CURRENT SUBSCRIPTIONS**

Subscriptions are reviewed annually by Library and academic staff during the July-August period to ensure titles continue to meet teaching and research needs. Provision is made for new journals by replacing an existing subscription of similar value.

The Library monitors the stability of electronic titles to ensure effective access. Agreements between vendors and publishers however, may not be binding and in some instances lead to removal of titles from databases. Where such titles have demonstrated demand, and are not available electronically from another subscribed service, a number of options are considered. These include access via document delivery services or purchase of a print format where appropriate.

## **7**      **CANCELLATIONS**

Cancellation may be required from time to time to remain within budget. Decisions on titles to be cancelled will be made in consultation with faculties on the basis of usage data and continued relevance to teaching and research.

## **8**      **NEW SUBSCRIPTIONS**

In order to gauge relevance and ease of use before commitment to purchase, trials of new products and demonstrations by a range of vendors are provided to academic staff and postgraduates. Evaluation reports of possible new products are documented and used to inform selection.

Titles that are consistently requested via the document delivery service are assessed for subscription purchase.

## **9**      **ACCESS**

The catalogue contains records for all journals – those held in the collection and those currently subscribed to by the Library. A separate record exists for each format. A list of databases located on the Library web site at <http://www.library.uow.edu.au/databases/> supplements catalogue records for individual titles.

Access to free electronic titles via the catalogue is provided on the basis of the following criteria in addition to those listed in the *Information Access Policy* and section 5 above:

- Content contains minimal commercial advertising
- Amount of content is consistent- it is not provided for a short introductory period
- Substantial content is provided without requiring registration or fees
- Title is indexed in an authoritative source
- Title is listed on a subject recommended reading list
- Title is identified by an academic staff member as part of an information literacy session

## **10**     **RELATED POLICIES**

G5 Information Access