

MINNESOTA STATE UNIVERSITY LIBRARY POLICIES AND PROCEDURES

Serials Collection Development

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I. A serial is defined as a publication in any medium issued in successive parts bearing numerical or chronological designations, intended to be published indefinitely, and available from the publisher on a subscription basis or as part of a package of titles from a scholarly society, publisher or other provider. Serials include periodicals, newspapers, newsletters, and other publications as defined above. Additional considerations for electronic subscriptions are available in the Electronic Resources Policy.

II. COLLECTION DEVELOPMENT POLICY

1. Assumptions

- Literature published in the serial format is important to every discipline, but more important to some than to others.
- Every year new serials are published, some older ones cease publication, and others continue publishing
- Every year there are some changes at MSU. Some are large scale changes that will have a lasting impact; e.g., new academic programs are begun, existing programs are enlarged or diminished, or programs are eliminated. Other changes have a smaller impact, but an impact nonetheless; e.g., new faculty members are added, existing faculty members leave, new courses are added, or class assignments change.
- The serials collection must be developed to reflect changes in the curriculum and to benefit from new publications and formats.
- The list of serials provided by aggregators may change based on their licensing agreements.

2. Statements

- Minnesota State University, Mankato is a comprehensive university with a large number of graduate degree programs. Serials play an important role in supporting the basic academic nature of the university and in supporting the undergraduate curriculum, as well as the advanced programs.
- The serials collection should include a core collection of the basic periodicals in each field. This is a necessary requirement for accreditation, as well as being important in supporting the discipline.
- The collection should include additional scholarly journals to support subfields of the disciplines that are important at MSU.
- General periodicals and news magazines should be collected to reflect the life and times in which we live.

- A selection of reference serials must be collected to maintain an authoritative, up-to-date reference collection, as well as to provide access to research and information.
- Subscriptions should be reviewed periodically to determine if they continue to serve the curriculum and mission of the library.
- The percentage of the acquisition budget allocated to serials should be reviewed periodically to ensure that the appropriate mix of monographs and serials is being acquired. Consideration should be given to the importance of each type of literature within specific disciplines.
- Collection developers and their departments are responsible for documenting information about serial titles being recommended for addition or cancellation. The Serials Review Committee will take responsibility for considering all recommendations for additions or cancellations.
- The serials collection development policy must be available to the public in a printed/electronic form.

III. MANDATORY SELECTIVITY

1. Unlike the addition of monographs, the addition of new serials to the library's collection commits library funds for an indefinite future.
2. Funds must be set aside to cover continual increases in subscription costs, plus costs for equipment, maintenance, storage, and binding. Since this is the case, a high degree of selectivity is mandatory in serials acquisitions.

IV. RECOMMENDING SERIALS FOR THE COLLECTION

1. All Mankato State University staff and students may recommend new serials.
2. Individuals recommending a serial and the appropriate collection development librarian have the responsibility of providing information about the serial to the Serials Review Committee.

V. ACQUISITIONS: CATEGORIES AND CRITERIA

1. The individual or department recommending a serial is required to document how the title fits into one or more of these categories. This information is to be submitted on a form designed for this purpose.
 - Serials that support the current or recently approved curriculum.
 - General interest periodicals that provide a different perspective on the world.
 - Serials that provide bibliographic access to knowledge in a specific discipline/group of disciplines or to current information about today's world.
 - Serials that support an up-to-date, authoritative reference collection; e.g., directories or almanacs.
2. The following information about a recommended title needs to be submitted to the Serials Review Committee.

- Ability to access the bibliographic information about the articles via an index, abstract, or database available at MSU libraries.
- Availability of similar titles in the collection and an assessment of their use.
- Perspective offered by reviews.
- Need as documented by interlibrary loan statistics.
- Publisher's reputation.
- Availability of the title in the State.

3. A single issue of a periodical not otherwise part of the collection will not be purchased for the library unless it is a special issue. If it is a special issue, it will be treated as a monograph.

4. Duplicate subscriptions will be considered in cases of heavy demand and retention problems; e.g., prebound subscriptions or microform subscriptions. Duplication of paper and electronic format may be necessary based on titles offered from database aggregators.

VI. COLLECTION EVALUATION

1. Collection evaluation should be ongoing.
2. Current subscriptions and holdings of serials no longer published should be evaluated with respect to the following factors.
 - Library Services' and the University's Mission Statements.
 - Changes in courses, curriculum, and degree programs.
 - The addition of titles that better serve the community's needs.
 - Frequency of use.
 - The availability of the serial via interlibrary loan.
 - Duplication of availability in more than one format.

VII. RETENTION AND STORAGE

1. The printed periodical collection is housed in open stacks and contains periodicals, journals, newspapers, and newsletters in both paper copy and microform.
 - A periodical is a serials publication that is numbered and intended to continue for an indefinite time period. Issues appear at regular or stated intervals, as frequently as weekly or as seldom as semi-annually. Every effort will be made to maintain consistency of format for all periodical titles. The serials librarian will decide on a title-by-title basis the storage format for periodicals based on space considerations and the criteria stated above. Analysis of the collection will include the consideration to store long runs of older periodicals in off-site storage facilities, such as the Minnesota Library Access Center.
 - A prebound subscription is a duplicate periodical subscription which is received as a bound volume. Duplicate issues from prebound volumes will be kept on a selected basis to fill missing pages as determined by the preservation technician.
 - A newspaper is a serials publication printed on newsprint, issued at regular intervals (usually daily or weekly), and containing general news and other topics of current interest.

- Newspapers received on subscription in newsprint and retained on microfilm will be kept until the microfilm is received. Newspapers received on subscription in newsprint only will be kept for a predetermined time period and then discarded
 - Significant newspapers in high demand will be retained on microfilm to facilitate research needs. Indexed newspapers will usually be given priority due to their increased utility. Select newspapers, which are not indexed, may be retained on microfilm if it is determined that retention will satisfy local needs.
- A newsletter is a serials publication consisting of a few printed sheets containing news or information chiefly of interest to a specific group, society, or organization. Because of their ephemeral quality, newsletters will be added on a limited basis and retained in the periodical collection for a short time period. Decisions concerning individual titles will be made by the serials librarian.
 - Select newsletters will be routed to the academic departments. Returns will not be solicited, and no back files will be maintained.
 - Newsletters in the Minnesota Room will be retained for the current two years. Decisions concerning individual titles will be made by the archives/special collections librarian.
- A gift periodical includes: 1) The one-time contribution of a periodical title which usually includes a partial or complete run of issues within a particular time frame. 2) A gift subscription that is addressed directly to the library--primary recipient--and paid for by an individual; it includes a periodical subscription received as a gift from the publisher. 3) A donated subscription (an individual's subscription that is forwarded to the library; it must include all issues and be received on a continuous and regular basis).
 - All periodicals offered as gifts will be reviewed by the acquisitions and serials librarian for evaluation and disposition.
 - The acquisitions librarian will determine the disposition of periodical donations for which we have a current subscription. Donations of unique titles will be considered for addition to the periodical collection by the Serials Review Committee.

2. The popular periodical collection is a separate periodical collection which is housed on open shelves and contains magazine titles that are duplicated in our general periodical collection, as well as local newspapers, and magazine titles sponsored by local businesses. This collection has been established to provide popular reading in a lounge area where patrons can relax and peruse current materials.

- Periodical titles in the popular periodical reading area will be kept for a limited time period based on available space.
- Local (Minnesota) newspapers received as gifts from the publishers will be retained in the popular periodical collection for two weeks.

3. Electronic journal subscriptions are made available through the OPAC. All electronic journals are accessible to the public via an electronic list of serials. Electronic journals are linked directly from electronic databases when vendor technology permits