

JOURNAL RESPOSITORY POLICY

April 21, 2011

Background:

The recurring expense of binding print periodical subscriptions represents long-term, complex fiscal, physical, and technical commitments, rather than the relatively short-term process and one-time expense of acquiring and processing a book. This is true regardless of whether the subscription is in print or online format. For this reason, periodicals binding and retaining must be a carefully considered activity and is treated differently from book retention. Journal subscriptions that are perceived to be of lasting value will be bound for permanent storage except titles which are also available in a permanent digital format.

Periodicals are retained and preserved for the Nova Southeastern University Libraries to enhance the library's collection of learning resources with retrospective materials in various subject fields.

Criteria for repository items:

To determine which periodicals will be bound and retained in print format, the following criteria will be taken into consideration: Ranked in order of importance:

1. Indispensable to the support of present and proposed curricula.
2. Indexed in standard periodical indexes.
3. Determined by library staff as necessary for the creation of a well-balanced collection.
4. Supports specific research in progress.
5. Electronic back files not purchased.
6. One copy of a journal title needs to be kept and housed in an NSU library (ie: Lancet all bound journals are in the HPD library or National Geographic is in the ASL)

Policy for retention of duplicate print and microform journal holdings:

Many titles previously purchased and bound by Nova Southeastern University Libraries in print format, are now available electronically (through databases such as JSTOR, Periodical Archive Online, Emerald Archive and Project MUSE). In order to reduce duplication, save money and conserve shelf space, the following policy was developed.

Criteria:

If a Nova Southeastern University Library has both print and electronic subscriptions to a journal title, the print subscription will be cancelled and the duplicate **print and/or microform** holdings will be weeded from the shelves if the following conditions are met:

1. The subscribed online content must be available regardless of our subscription status, also known as “perpetual access.” In other words, the Nova Southeastern University Library needs to own the electronic content. For example, if a Nova Southeastern University Library subscribes to a journal electronically in 2009, and then cancels the subscription in 2010, the 2009 content must remain accessible.
2. The online content must be equal to or greater than print content. Tables, illustrations, figures and text must be of comparable quality to the print version. If such quality is found lacking, the print version must be retained.
3. Online content must be presented in similar way as the print content. PDF files should “look like” the print version of the article. If duplicate content is only available in HTML or other formats that are not easy to read, the print version must be retained.
4. Online access should preferably be through IP or other multiple-user platforms. A single username/password to access content is not acceptable for access.
5. No bound volumes purchased within the last 10 years will be withdrawn, to support the NSU audit rules.
6. Preferably the publisher has a signed agreement with Portico.

Exception:

A Nova Southeastern University Library may choose to make a decision about holding or withdrawing a journal based on needs of the library patrons at the academic center. If withdrawal is the decision, the specific Nova Southeastern University Library will communicate this decision to the other libraries in the system.