

PALOMAR COLLEGE LIBRARY

Learning for Success

SERIALS COLLECTION POLICY

Adopted 2/10/2009

Serial publications include journals, magazines, newspapers, and aggregate periodical databases, in print or online formats. Titles, issues, or volumes in any format are added, retained, discontinued, or withdrawn using criteria below. This applies to both library-paid subscriptions, donations, or free-access publications.

A. General Selection/Removal Criteria

1. Clearly support current curriculum and teaching at Palomar College.
2. Content and tone appropriate level for community college students.
3. Requested by teaching faculty or Palomar College librarian.
4. Library responsible for maintaining publication archive (e.g., New York Times on microform)
5. Price.
6. Budget.
7. Demand and/or usage.
8. Management of product.
9. Availability of content to Palomar elsewhere (e.g., in a currently subscribed database)
10. Additional consideration is applied for periodicals only.

B. Selection of periodicals (journals, magazines, newspapers)

In addition to General Selection/Removal criteria, the following criteria are considered for periodicals:

1. For new subscriptions, title is currently being published.
2. Access is not temporary or preliminary (e.g., not a trial or demonstration period, unreliable/unstable)
3. Content augments existing holding or replaced missing issues or volumes.
4. Availability of content to Palomar elsewhere (e.g., in a currently subscribed database)
5. Access to subscribed content when subscription ends.
6. Additional consideration is applied for format.

C. Format choice

1. Print, Online, both, or none

- a. Suitability to form
- b. Faculty or student preference/requirement
- c. Physical storage/space availability
- d. Access to current content.
- e. Ease of use
- f. Library is responsible for maintaining publication archive (e.g., Palomar College periodicals, such as Bravura, Telescope)
- g. Content is complete for each issue covered.

2. Free Ejournals

Ejournals may be either open access (available to anybody over the Internet) or restricted access (require registration/authentication for Palomar College). If a free title meets the criteria above (A-C.1.) for inclusion in the collection, apply additional criteria below to add or remove:

a. OPEN ACCESS publications

- No registration required by Palomar College
- Accessible over the WWW to anybody without logging in.

If the open access title meets these above conditions, then add a direct link to the appropriate Research by Subject web page on the Library website.

b. RESTRICTED ACCESS publication

- IP authentication allowed
- Must be accessible from any Internet-connected computer at Palomar College
- coverage via aggregate subscription database)
- It is a regular publication (including supplemental issues/volumes that are considered part of the cataloged title)
- All issues for current year/most recent volume included.

Optional criteria:

- Library has a print-only subscription and existing catalog record for the serial title.
- No other comparable online access available through Palomar College (e.g., same Archive of at least one or more consecutively published past issues/years are available with registration.
- Issues are enumerated and/or dated.
- Remote access available via Palomar College login.