

PALOMAR COLLEGE SERIALS COLLECTION POLICY

Adopted 2/10/2009; rev. 4/14/2010

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 Titles, issues, or volumes in any format are added, retained, discontinued, or withdrawn using criteria below.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. Special criteria defined by discipline
  - o *Nursing Reserves* periodicals: the most current 5 years only are retained (5 calendar years ago to present) for all titles.
11. 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, preliminary (e.g., not a trial or demonstration period, unreliable/unstable), or otherwise very limited (e.g. just a few random issues).
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.

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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.

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 for other Open or Restricted Access publications:*

- Library has a print-only subscription and existing catalog record for the serial title.
- No other comparable online access available through Palomar College
- There is an archive of at least one or more consecutively published issues/years
- Content is indexed in a source available to Palomar College users (e.g., subscription or open access database)

# **PALOMAR COLLEGE LIBRARY**

Learning for Success

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- Issues are enumerated and/or dated.
- Remote access available via Palomar College login.