

Serials Collection Development Policy

1. Introduction

Minnesota State University (MNSU) is a comprehensive university with many graduate and undergraduate degree programs. Serials play a vital role in supporting the acquisition, creation, and dissemination of knowledge.

2. Scope

2.1. Definitions

2.1.1. Serials

A serial is defined as a publication in any format 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 journals, periodicals, newspapers, newsletters, and other publications as defined above.

2.1.2. Subscription

An amount of money or fee paid to access a publication.

2.1.2.1. Single Serial Subscription

An individual subscription to a serial publication.

2.1.2.2. Serial/Journal Package Subscription

A subscription to a “bundle” or collection of serial publications.

2.1.3. Open Access

A publishing model that enables readers to access content from a publication at no cost, as opposed to the traditional subscription model whereby a fee is assessed when accessing content.

2.1.4. Aggregator Databases

A database providing indexing and abstracts as well as full text access to content and/or articles.

2.2. Assumptions

2.2.1. This policy encompasses single serial subscriptions and serials packages. Policies related to aggregator databases do not fall within the purview of this policy.

2.2.2. Serial publications are important to every discipline, but more important to some than to others.

2.2.2.1. The serials collections should sufficiently support program accreditation in addition to curricular and research needs specific to each program.

2.2.3. The serials collections must be developed to reflect changes in the curriculum as well as changes in publication formats and the scholarly communication landscape. Subsequently, subscriptions should be reviewed at least bi-annually to determine if they continue to serve the curriculum and mission of the University.

2.2.3.1. Every year changes to the curriculum are made such as the introduction of new academic programs, broadening or narrowing the

scope of existing academics programs, or the elimination of academic programs. Additionally, new courses are added, and class assignments change.

2.2.3.2. Serials holdings, both physical and electronic, will be adjusted as the result of periodic collection review.

2.2.4. General periodicals, as well as news and lifestyle magazines, should be collected to reflect the times in which we live and to support the whole student.

2.2.5. No distinctions are made between subscription and open access serials for the purposes of collection development. Additions and cancellations of subscriptions and open access journals are considered using the same criteria.

2.3. Serial Collection Parameters

2.3.1. This collection development policy applies to serials in print or microform formats as well as online or electronic serials of all types.

3. Adding or Cancelling Serials

3.1. Criteria

3.1.1. Scope of access

3.1.1.1. Institutional IP authentication

3.1.1.2. Other access methods

3.1.2. Evidence of demand

3.1.2.1. Interlibrary loan requests

3.1.2.2. Article turn-aways

3.1.2.3. Faculty publications

3.1.2.4. Faculty and student citations

3.1.3. Evidence of usage

3.1.4. Discovery potential

3.1.4.1. Indexes and abstracts

3.1.4.2. Alma Central Discovery Index (CDI)

3.1.5. Relevance or significance to discipline(s)

3.1.5.1. Subject classification

3.1.5.2. Content quality

3.1.5.3. Authoritativeness

3.1.5.4. Inclusion on disciplinary lists as core and/or recommended, or accreditation serials lists

3.1.6. Curricular support

3.1.6.1. Programs

3.1.6.2. Courses

3.1.6.3. Extra- or co-curricular activities/programs

3.1.7. Scope of contents

3.1.7.1. Number of titles in a serials package

3.1.7.2. Coverage (e.g., dates)

3.1.7.3. Post termination access rights (e.g., electronic serials)

3.1.8. Platform/venue features

- 3.1.8.1. Arrangement of content
 - 3.1.8.2. Format
 - 3.1.8.3. Ease of use
 - 3.1.8.4. Accessibility
 - 3.1.9. Subscription or license stipulations
 - 3.1.9.1. Site and user definitions
 - 3.1.9.2. Permitted uses
 - 3.1.9.3. Prohibited uses
 - 3.1.9.4. Availability of statistics (e.g., usage)
 - 3.1.9.5. Diversity, equity, and inclusion
 - 3.1.9.5.1. Publisher
 - 3.1.9.5.2. Authors
 - 3.1.9.5.3. Content
- 4. Retention of Serials
 - 4.1. Physical materials
 - 4.1.1. With the increasing adoption of electronic serials as the preferred format, work towards reducing the physical footprint of serial collections in the library building.
 - 4.2. Electronic
 - 4.2.1. Post Cancellation/Termination Access Rights (PCA Rights)
 - 4.2.1.1. Explore and when feasible implement strategies for preserving access to back issues of electronic serial titles.
- 5. Responsibilities
 - 5.1. Library Liaisons
 - 5.1.1. Consult with departments and/or other campus units to compile the requisite information and feedback to inform decisions related to collection review and communicate the results of these endeavors.
 - 5.1.2. Serve as a fiscal steward in the development and maintenance of serial collections related to assigned areas of responsibility.
 - 5.1.3. Support the responsible use of serial publications.
 - 5.1.4. Explore and promote open access distribution of scholarly output.
 - 5.1.5. Seek out opportunities for collaboration within departments and/or other campus units.
 - 5.2. Journals Review Committee (JRC)
 - 5.2.1. Provide library liaisons and departments with data and information to demonstrate how serials support the curriculum.
 - 5.2.1.1. Provide data and information to support program evaluation and accreditation.
- 6. Purchase Recommendations
 - 6.1. All MNSU faculty, staff, and students may recommend adding new serials to the library collection.
 - 6.2. The individual or department recommending a serial is required to document how the title fits into one or more of the following categories: (a) serials that support

the current or recently approved curriculum and (b) general interest serials that address a need at this university.

6.3. All serial recommendations are to be forwarded to the Journals Review Committee for consideration and comment.

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