Policies and Procedures for Canceling and-or Adding Journal Subscriptions

The following text is attached to the list of journals assigned to a particular department or area, which the Acquisitions Department sends annually to CLA Department Chairs and Area Coordinators.

1. Journal subscriptions are long-term commitments. Journals are useful only when the library retains reasonably long backruns. Therefore the decision to cancel and/or add journals should not be made lightly. New subscriptions should be initiated only with the intention of subscribing for a minimum of 5 years.

2. The recommendation for canceling and/or adding a journal subscription must be made by the appropriate department, not by an individual faculty member.

3. Recommendations must be accompanied by a rationale which explains the relevance, or lack of relevance, to current academic programs and undergraduate instruction. Relationship to other departments and/or programs should also be indicated.

4. Requests for cancellations should be made to the library which will 1) contact all affected departments for their response; and 2) consult standard "core collection" lists to determine the importance of the journal within the discipline generally. Beginning in 1998, the library will send journal subscription lists to all department and program chairs in February. Requests for cancellations must be made to the library by June 1 with all approvals secured by September 1 for the following year subscriptions. If the library, in consultation with departments/areas, determines that the journal is central to a discipline or area, the journal should not be canceled. It may be transferred, along with the dollars to purchase it, to another department or area. If this intended cancellation was to release dollars for a new subscription, the new subscription should have high priority for any available funds within the library materials budget. To insure that journals important to departments/areas are not canceled without appropriate consultation, the University Library Committee will review all requests for cancellation.

5. Dollars released by the cancellation of journal subscriptions may be allocated to new subscriptions within the department/area losing a subscription. "Leftover" dollars should revert to the library materials budget to be re-allocated as needs dictate.

6. The library recognizes that in order to effectively support academic programs, it may be necessary to alter the allocation ratio between books and journals within a given department or program. Because such a change has long term consequences (e.g., inflation rate for journals is much greater than for books), it should be made only after consultation between the department and the library. Departments interested in considering such changes should contact Kathy Juliano.

7. The possible substitution of electronic format for current journal subscriptions shall be made through consultation between the department and the library.